

Skutt and Harper Centers Student Employee Job Description

Title: Art Coordinator

Supervisor: Business Manager

General Summary:

The art coordinator is a part-time, temporary student employee. He/she coordinates the art throughout the buildings and various spaces around campus.

Pre-Requisites:

1. Enrollment at Creighton University
2. A cumulative GPA of 2.0 or higher
3. An art student

Duties and Responsibilities:

1. Choose the art that rotates throughout the Skutt and Harper Centers building and various other places on campus.
2. Work with hanging and arranging the art
3. Assemble and direct the Skutt and Harper Centers' Art Committee and program
3. Make recommendations for pieces to buy
4. Generate the paperwork for buying a piece of art
5. Coordinate two art shows a year
6. Maintain art inventory

Expectations:

1. Keep a good arrangement of art throughout the Skutt and Harper Centers and other places on campus
2. Be responsible and fulfill duties even under limited supervision
3. Be creative
4. Be organized
5. Keep the departments informed on what is going on with the art in the buildings

Knowledge, Skills, and Abilities:

1. Have a good knowledge of art and how to arrange it
2. Organizational skills
3. Good human relation skills