

 <b>Museum and Arts</b> <b>University of Kansas Job Title Definitions</b>		
<b>Job Family Definition:</b> Supports the selection, display and presentation of cultural and scientific offerings to the University's broad array of constituents.		
<b>Proposed Title</b>	<b>Description</b>	<b>Qualifications</b>
Theatre Technical Manager A-10 (\$47,493 - \$71,240)  Job Code: 000480	Manages technical program, including business operations. Coordinate production efforts, including scenery, lighting, sound, rigging, and/or costumes. Manages equipment maintenance, procurement, and replacement. Schedules production meetings to coordinate with artists and staff. May review contracts for productions and presentations; may negotiate technical rider for requirements. Creates reports and maintains records. Coordinates technical support for external visiting performances. May instruct laboratory students. Supervises technical staff and student employees.	Bachelor's degree in Technical Theatre, Design or related field Three years of professional experience. Degree equivalency may occur in some disciplines
Theatre Technical Coordinator A- 09 (\$41,299 - \$61,948)  Job Code: 000479	Communicates directors or artist's vision and instructions to stage crew, technicians, staff, students, and/or professional stage hands. Ensures production availability of scenery, props, costumes and technical equipment. Creates, plans for, and schedules stage crew. May record blocking, light, sound, set cues and/or operate and maintain rigging, sound, lighting, projection and other shop equipment. Maintains and repairs technical equipment. May mark out dimensions for scenery, props, and lighting. Coordinates set-up, load-in/out processes. Coordinates student participation in technical aspects of production to support educational experience. May supervise stage crew.	Bachelor's degree in Theatre or related field. Two years of professional experience or an equivalent combination of education/experience.
Theatre Technical Specialist A-08 (\$36,709 - \$55,064)  Job Code: 000481	With direction of supervisor, assists with theatre stage and production activities. Schedules technical crews and assists in supervision of professional stagehands, students and production staff for event set-ups, load-ins/outs. Works with artists to coordinate technical requirements. Operates and maintains rigging, sound, lighting, projection and other shop equipment.	Bachelor's degree in Theatre or related field. One year of professional experience or an equivalent combination of education/experience.
Scene Shop Manager A-09 (\$41,299 - \$61,948)  Job Code: 000478	Builds scenery for theatrical productions in consultation with faculty and graduate students. Work requires skill in multiple disciplines, including rigging, carpentry, stage electrics, stage lighting, audio/projection, and/or props. Maintains scene shop facilities, equipment, and production spaces. Orders and purchases supplies, maintaining records. Instructs scenic production laboratories for KU students. May supervise student employees.	Bachelor's degree in Theatre or related field. 3 years of related professional experience. Or an equivalent combination of education/experience.
Costume Shop Manager A-09 (\$41,299 - \$61,948)  Job Code: 000473	Manages activities related to design, creation or rental, maintenance, and storage of costumes for theatrical productions by KU faculty and students. Designs, creates, repairs, and strikes costumes; supervises and teaches staff and students in those processes. Consults with faculty and theatrical producers for costume design or rental. Instructs costume laboratories for KU students. May supervise student employees.	Bachelor's degree in Theatre or related field. Three years of related experience. Or an equivalent combination of education/experience.

<p>Piano Technician A-09 (\$41,299 - \$61,948)</p> <p>Job Code: 000477</p>	<p>Tunes, maintains, repairs, and moves/places KU pianos. Consults with faculty, staff, students, and the public regarding piano usage. May participate in outreach activities.</p>	<p>Certification as a registered Piano Technician (Piano Technician Guild) or the equivalent; or, four years of experience in piano tuning, and/or relevant education.</p>
<p>Accompanist A-07 (\$33,296 - \$48,280)</p> <p>Job Code: 000470</p>	<p>Serves as a teacher and coach for KU students as part of their laboratory work for their academic curriculum. Advises students during theatrical rehearsals. Serves as accompanist or musical director for musicals, operas, concerts and/or to support classes and student auditions. Recruits, coaches and trains accompanists. May compose music as needed for special projects. May supervise special musical tours to promote the KU units, serving as a student recruiting tool.</p>	<p>Formal and/or specific study in piano sufficient to demonstrate technical and artistic skills in music theory, composition, sight reading, arranging and/or improvisation. Previous professional experience as an accompanist.</p>
<p>Exhibits Manager A-11 (\$53,546 - \$82,997)</p> <p>Job Code: 000475</p>	<p>Manages and implements the development, design, fabrication, and installation of museum or gallery exhibits in a large unit. Collaborates with faculty, staff, students and/or guest scholars to determine exhibit topics and develop innovative, educational, and effective exhibits. Engage internal and external contacts to develop collaborative projects resulting in exhibits. May teach KU courses and/or give public presentations related to discipline. Supervises staff and student employees.</p>	<p>Bachelor's degree in related discipline, for example: Fine Arts, Design, Museum Studies, Science Education. Five years of related professional experience.</p>
<p>Exhibits Designer A-09 (\$41,299 - \$61,948)</p> <p>Job Code: 000474</p>	<p>Designs, fabricates, and installs museum or gallery exhibits in a large unit. Consults with faculty, staff, students and/or guest scholars to review requirements and vision for exhibits. Arranges space, and obtains needed materials or equipment to implement exhibit designs. Monitors exhibit environmental conditions. May supervise staff and student employees. May teach KU courses and/or lead tours or make presentations explaining exhibition process.</p>	<p>Bachelor's degree in related discipline, for example: Fine Arts, Design, Museum Studies, Science Education. Three years of related professional experience.</p>
<p>Exhibits Specialist A-07 (\$33,296 - \$48,281)</p> <p>Job Code: 000476</p>	<p>Fabricates, installs and de-installs museum or gallery exhibits. Mounts labels and signage for exhibits. Installs equipment to provide lighting, temperature, and/or humidity control. Follows instructions of exhibit designers to create exhibit setting. Handles, stores, transports and arranges exhibit materials, making containers as needed. Handles inventory.</p>	<p>Bachelor's degree in related discipline, for example: Fine Arts, Design, Museum Studies, Science Education. One year of related professional experience. Or an equivalent combination of education/experience.</p>
<p>Art Collection Registrar A-11 (\$53,546 - \$82,997)</p> <p>Job Code: 000472</p>	<p>Maintains general oversight for the care and safety of all collections by handling, documenting and arranging for loans to allow full access to all collections by students, faculty, scholars, and visitors. Facilitates, negotiates, and executes outside contracts for the collection, exhibition loans, conservation of the collection, and insurance policies. Creates and maintains policy related to collection care and oversight. Can manage specific building projects as they relate to storage and care of collections. Supervises staff and student employees.</p>	<p>Bachelor's degree in related discipline, for example: Fine Arts, Design, Museum Studies, Science Education. Five years of related professional experience.</p>

<p>Art Collection Manager A-09 (\$41,299 - \$61,948)</p> <p>Job Code: 000471</p>	<p>Manages art acquisition by cataloging and preparing incoming materials. Oversees physical preservation of art materials. Coordinates the digitization of records. Maintains acquisition and lending records. Train staff and interns on proper handling, accession, and storing of art. Works with donors and lenders on transport of materials; oversees packing process. Maintains inventory, object, and authority lists. May negotiate insurance for art materials. May assist with coordination of museum visits for students, faculty and specialists. May teach courses.</p>	<p>Master's degree in Museum Studies, Art History, Studio Art or related field. Three years of professional experience.</p>
<p>Ticket Office Manager A-09 (\$41,299 - \$61,948)</p> <p>Job Code: 000482</p>	<p>Manages ticket box office; supervises staff and student employees. Oversees management of ticketing system to maintain customer records, sales, deposits, and financial reports. In consultation with theatre managers, plans and implements support of ticket office for theatre functions. Advises internal and external contacts on ticket sales. Coordinates with other campus departments to obtain needed services. May also provide audience services and/or unit support.</p>	<p>Bachelor's degree in Theatre, Business, or related field. 3 years of professional experience in relevant area. Or an equivalent combination of education/experience.</p>
<p>Ticket Office Specialist A-07 (\$33,296 - \$48,280)</p> <p>Job Code: 000483</p>	<p>Maintain ticket office system, including output design, upgrades, report formats, troubleshooting, and system access. Assists in training of staff and student employees and in daily operations of ticket office. Coordinates with campus departments for technical assistance. May supervise staff and student employees as needed.</p>	<p>Bachelor's degree in Theatre, Business, or related field. One year of related professional experience. Or an equivalent combination of education/experience.</p>