Title: **Fine Arts Inventory and Communications Specialist** Pay Grade: 302
Reports to: Director of Fine Arts and Academic Events FLSA: Exempt
Department: Fine Arts Length of Assignment: 226 days

Summary

Responsible for providing departmental support in the areas of inventory tracking and maintenance, event planning, calendar development, newsletter and social media reporting, as well as assisting in all contests and department activities. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

Essential Functions

1. Oversee Fine Arts centralized inventory and assist with public relations, content creation, and Fine Arts media presence.
2. Create and maintain effective communication with students, parents, personnel, and community members.
3. Manage calendars, supervise and create financial records, and support department administration in all fine arts events from planning to execution.
4. Create, coordinate, and manage events related to public relations in conjunction with district-mandated programs.
5. Create and maintain relationships with vendors to ensure mutual success of all events hosted by the department.
6. Conceptualize and maintain departmental visual identity to maximize support and recognition within the community. Create, design, and present various forms of promotional materials, including, but not limited to, posters and signs, formal invitations, awards, recruitment materials, T-shirts, programs, and event supplements.
7. Design the layout and content of the department newsletter and supervise the photographic cataloging of district events.
8. Assist the gallery curator and University Interscholastic League (UIL) academic coordinator with events within the community throughout the academic year.
9. Establish and maintain a network of vendors, administration, support staff, etc. Create and manage financial records. Assist the Director of Fine Arts in the oversight of numerous educational/outreach programs, procedures, and protocols.
10. Create and manage inventory records to include quantity, type, and value of educational instruments, equipment, and materials owned and distributed by the department.
11. Orchestrate and conduct semi-annual district Fine Arts inventory reconciliation. Create inventory reports and investigate discrepancies in accordance with department and district protocols.
12. Manage department reference library.
13. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

1. Participate in professional development activities as required by the district.
2. Follow established safety procedures and techniques to perform job duties; support district/department goals.
3. Maintain a professional code of ethics and perform other duties as assigned.

The Ysleta Independent School District does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information or disability in employment or the provision of services. If an accommodation is required, the District should be advised. The Ysleta ISD is an equal opportunity employer.

Qualifications

Bachelor's degree; three (3) years' experience in relevant office work; thorough knowledge of district and state UIL rules governing fine arts and academic contests. Ability to manage inventory control; ability to coordinate district functions; ability to create and develop a newsletter, thorough knowledge of social media applications. Must have strong organizational, communications, public relations and interpersonal skills.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent prolonged and irregular hours. Frequent district-wide travel and occasional state-wide travel. Valid Texas/New Mexico driver's license, insurable by district's auto liability insurance carrier. Subject to district drug and alcohol screening policy and regulation.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

The Ysleta Independent School District does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information or disability in employment or the provision of services. If an accommodation is required, the District should be advised. The Ysleta ISD is an equal opportunity employer.