



Arkansas Department of Higher Education

423 Main Street, Suite 400 • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Asa Hutchinson
Governor

Maria Markham, Ph.D.
Director

July 31, 2017

The Honorable John Cooper, Co-Chair
The Honorable Les Eaves, Co-Chair
Personnel Committee of the Arkansas Legislative Council
State Capitol Building
Little Rock, AR 72201

Dear Senator Cooper and Representative Eaves:

Arkansas State University – Jonesboro (ASUJ) requests the establishment of twelve (12) positions from the Higher Education Central Pool authorized by Section 21-5-1415 of Act 599 of 2017. In accordance with the provisions of the Act, we are forwarding our recommendation to you for consideration.

We recommend that the following be established from the Higher Education Central Pool:

Requested

Title: Project/Program Specialist
LIM – FY18: \$82,328
Number of Positions: 2

Recommendation

Title: Project/Program Specialist
LIM – FY18: \$82,328
Number of Positions: 2

Requested

Title: Graduate Assistant – 12 Month
LIM – FY18: \$49,727
Number of Positions: 10

Recommendation

Title: Graduate Assistant – 12 Month
LIM – FY18: \$49,727
Number of Positions: 10

The Project/Program Specialist positions are being requested due to new programming and expansion of exhibition schedules at the Bradbury Art Museum and the addition of new housing. The Graduate Assistant positions are requested on a 12 month term to support research initiatives. These titles are currently used by other institutions.

One of the Project/Program Specialist will assist and participate in the administration and operation of the museum. He/she will aid in and oversee the design and implementation of plans to promote the museum and to increase audience participation. The Project/Program Specialist will be responsible for maintenance of the museum website, security of the museum and its facilities. The second Project/Program Specialist will be responsible for managing a residential community including selecting, training and supervising staff.

The Graduate Assistants will mainly handle instructional assignments. In addition, they will teach, tutor and administer exams. The Graduate Assistants will assist with research, grading assignments and discussion sessions.

Sincerely,

A handwritten signature in black ink that reads "Maria Markham". The signature is written in a cursive style with a large, prominent "M" and "M".

Maria Markham, Ph.D.
Director



OFFICE OF HUMAN RESOURCES
P.O. Box 1500, State University, AR 72467 | o: 870-972-3454 | f: 870-972-3337

June 7, 2017

Dr. Maria Markham
Arkansas Department of Higher Education
114 East Capital
Little Rock, AR 72201

Dear Dr. Markham:

In accordance with Act 1065 of 2011, Arkansas State University-Jonesboro requests one (1) Full Time Non-Classified, Project Program Specialist, from the Central Pool. Consistent with the current ASU-Jonesboro appropriation act, the following title and line item maximum is requested:

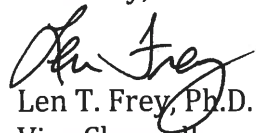
<u>Title</u>	<u>Number</u>	<u>Line Item Max</u>
Project Program Specialist	1	\$82,328

Justification

The University requests this position due to the new public programming and expanded exhibition schedule that the Bradbury Art Museum will undergo in the new fiscal year. This new position will benefit the state and the university through meaningful exposure to the creative arts.

This position is requested for the fiscal year 2018 and forward. Thank you for your consideration of this request.

Sincerely,



Len T. Frey, Ph.D.
Vice Chancellor
Finance and Administration

Institution:	Arkansas State University	Date:	May 25, 2017
Requested Authorized Title:	Project/Program Specialist	LIM:	82,328
Working Title:	Art Museum Assistant Director	Estimated Salary Range:	\$40,000

Board Approval Date	
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Justification

Formerly known as Bradbury Gallery, Bradbury Art Museum (BAM) is a contemporary art facility on the campus of Arkansas State University. In August of 2015 the gallery was reestablished as a museum to better reflect its scope and purpose as a teaching, collecting and viewing entity rather than a commercial enterprise.

Many studies present compelling evidence that exposure to the arts generates a wide range of academic, economic and social benefits. In recognition of this, the museum’s primary focus is to provide accessible art experiences of high quality and intellectual integrity, especially for those in their formative years. Although an emphasis is placed on interaction with youth, exposure to the arts benefits people of all ages and walks of life. Because of this BAM, the only art museum in northeast Arkansas, strives to serve the broadest possible cross section of Arkansans and visitors to the state.

All funding for BAM’s public outreach, exhibitions in the six galleries within the museum, and auxiliary staffing is raised by the museum.

With new public programming and expanded exhibition schedule it is imperative that BAM adds a second member to its staff. This new position will benefit the state and the university through meaningful exposure to the creative arts.

Educational Requirements

Candidates must meet the following basic qualifications in order to be considered for this position.

Bachelor’s degree (Master’s degree preferred) in an art discipline such as art history, studio art, art administration, curatorial or museum studies with significant art emphasis, graphic design, or a related field. Additionally a minimum of 4 years of experience in an art museum, art center or other art-related organization is required, with two years fulltime emphasis in Graphic Design, Curation, or Art Education in a museum setting.

Duties

Assists and participates in the administration and operation of the museum.

Participates in the design and implementation of plans to promote the museum and to increase audience participation.

Oversees the design, production, and distribution of signage, invitations, brochures, catalogues and all promotional materials accompanying exhibitions, programming and events.

Utilizes scanners, digital cameras, and photo manipulation software to duplicate and enhance images.

Maintains an archive of images and data connected with current and past museum exhibitions.

Oversees the design, production, and maintenance of the museum website.

Oversees maintenance, upkeep and security of the museum and its facilities.

Assists in supervision and provides appropriate training for college work study students and part-time staff.

Assists with a range of companion public programs such as artist talks, presentations, discussions, and workshops.

Organizes openings and other social/cultural activities.

Maintain an active knowledge of current artist practices and exhibitions in the art world.

Represents the museum Director as required.

Administers the museum in the absence of the Director.

Performs other duties as assigned.

Additional Information

This new position reports to the Bradbury Art Museum Director.