

POSITION DESCRIPTION

Class Title: Cultural Arts Coordinator

Department: Administration - Cultural Arts

Grade Number: I (PTE-24)

Date: October 1, 2013

GENERAL PURPOSE

To plan, organize and execute creative arts programs for the City of Rockmart (City); coordinate facility usage including maintenance and security of arts facilities; negotiate contracts and agreements with creative arts organizations and; advocate City arts programs through promotional activities and presentations; coordinate assigned activities with City departments, various agencies, groups, and individuals; develop, coordinate and administer arts and grants programs; publish and distribute materials specific to City arts calendar, newsletter, and arts and grants programs.

SUPERVISION RECEIVED

General supervision is provided by the City Manager.

SUPERVISION EXERCISED

May supervise specialists, part-time arts related staff, special interest instructors, seasonal employees, and volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the City of Rockmart charter, ordinances and personnel policies.
2. Generate funding through a variety of sources; seek funding through available grants and major contributors.
3. Coordinate membership drives; maintain membership listing, prepare and send annual membership dues statements.
4. Administer program to promote arts for the City; negotiate contracts and agreements with creative arts groups and artists; act as liaison for creative arts groups and artists to provide support and professional guidance.
5. Produce and distribute the City arts newsletter and other promotional materials.
6. Act as curator over art exhibitions and the permanent art collection at the arts centers. Duties of a curator include scheduling the galleries, coordinating and hanging exhibits;

marketing/promotion to the region and development of educational materials for local schools.

7. Provide administration of public arts and grants programs on behalf of the City.
8. Produce instrumental and vocal music concerts, theatrical events and festivals including contracting with professionals and marketing/promotion of each event as appropriate.
9. Coordinate and manage art related educational programming for children and adults.
10. Assure that assigned areas of responsibility are performed within budget; perform cost control activities; monitor revenues and expenditures in assigned area to assure sound fiscal control; prepare and present budget requests to the city manager, mayor and council; assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
11. Provide timely, accurate and thorough Performance Reviews for supervised employees. Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; recommend discipline and termination procedures as necessary in accordance with City of Rockmart personnel policies.
12. Coordinate arts facilities usage; maintain schedule of events; execute contracts with interested parties; collect fees; monitor facility maintenance needs.
13. Promote volunteerism in the arts; coordinate volunteer activities; oversee the training of volunteers.
14. Represent the City arts at board meetings of various arts groups; represent the arts to external bodies such as the Chamber of Commerce, civic clubs and other local, state and national organizations. Participate in and act as the City arts representative in promotional activities and encourage good public relations.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
16. Coordinate citizen advisory committee meetings; coordinate location; prepare the committee agenda; prepare and present staff reports and other necessary correspondence; notify members of the meeting; prepare materials for use at the meeting.
17. Periodic attendance at conferences, workshops or other art related meetings.
18. Provide leadership and direction in the development of short and long-range plans, report and make recommendations to the citizens advisory committee; coordinate City arts activities with volunteers, city departments and committees as needed.

PERIPHERAL DUTIES

1. Perform a variety of miscellaneous duties such as answering phone, typing correspondence,

running errands, making copies, providing updated information for city website, picking up supplies needed for activities, helping set up tables and chairs for functions, etc.

2. Serve as a member of various employee committees, as assigned.
3. Participate in and/or join local civic groups.
4. Perform other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience:
 - a. Background or education in visual and/or performing arts; and/or
 - b. Background or education in marketing and management;
 - c. Any equivalent combination of background, experience and education.
2. Necessary Knowledge, Skills and Abilities:
 - a. Considerable knowledge of art related planning and administration; considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community arts program;
 - b. Skill in operation of listed tools and equipment;
 - c. Ability to develop, coordinate, and direct varied activities involved in arts related programs; ability to establish and maintain effective working relationships with employees, supervisors, vendors, contractors, participants, and the general public; ability to communicate effectively orally and in writing;
 - d. Work independently and productively without direct supervision;
 - e. Work varied hours and shifts including weekends;
 - f. Pass a medical physical exam and drug test.

SPECIAL REQUIREMENTS

Possess a valid state driver's license or be able to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet and desktop publishing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk

or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and carry up to 50 pounds; push/pull objects over 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus with or without corrective lenses.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____

Appointing Authority

Effective Date: 10 / 01 / 2013

Revision History:

January 25, 2018
August 06, 2019