

City of South San Francisco
Human Resources Department

Cultural Arts Specialist
Class Description

Definition

Under general direction, assists and supports the activities of the South San Francisco Cultural Arts Commission in the promotion of art acquisition, gallery exhibitions and events, and arts education and appreciation in the community.

Distinguishing Characteristics

This classification is distinguished from others in its responsibility for the day to day operation of cultural arts programming of specific arts programs in exhibition and/or education, performing arts, and art acquisition.

Typical and Important Duties

1. Attend monthly Cultural Arts meetings to receive direction from the commission on current goals and projects. Specialist will assist with the preparation of meeting agendas and staff research required in implementing meeting topics.
2. Coordinate quarterly art shows sponsored by the commission, including reservation of gallery space, coordination of receiving art work and coordinating installation. Duties include organizing logistics for art show receptions, including invitations, programs, and refreshments.
3. Maintain a data base of individuals who are interested in various aspects of art events, such as artists who wish to exhibit; reception guests, etc., so that target marketing can be accomplished.
4. Follow-up on requests from the Cultural Arts Commissioners by communicating with artists, scheduling and monitoring the work of artists who have been commissioned, arranging field trips, etc. Assist in negotiating and preparing contracts with artists.
5. Publicize activities of the commission, including calls for entry, preparation of brochures, contact with local media, news releases, etc.
6. Create news articles for and maintain the Cultural Arts web page.
7. Photograph and maintain art photo archives of gallery shows, special events and public art inventory.
8. Coordinate with city staff in the completion of Cultural Arts projects, which could include Parks, Building Maintenance, City Attorney, City Clerk, Finance, and outside agencies such as the South San Francisco Unified School district, as need arises.
9. Maintain an accounting of the fund balance of the "Cultural Arts Trust Fund" and report regularly to the commission.
10. Participate in the planning of Cultural Arts projects, which could include meeting with landscape architects, building architects, community members, etc., to receive input and offer suggestions.

11. Assist in fundraising, which could include direct requests from service clubs, grant submittals, etc. This may include researching sources of available funding sources.
12. Participate in administrative programs for art funding, such as the “Landscape in-lieu Ordinance” as well as proposed mechanisms for funding art through developer fees. This may include art projects in the business community.
13. Assist in the evaluation of the city’s art programs, including public opinion and program effectiveness.
14. Maintain positive relationships, exhibit the highest standards of customer service, maintain confidentiality, and sensitivity to political content of the program.
15. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Facilities, resources and materials necessary for arts presentation, education and exhibition.
- Practices and principles of cultural arts program administration.
- Art forms and materials.
- Management of the program, including budget and financial controls.

Ability to:

- Communicate effectively in writing, orally, and with individuals of all ages; to assimilate, understand, and convey information in a manner consistent with job functions.
- Plan, coordinate and organize activities and personnel involved in community arts programs.
- Write clear and comprehensive reports.
- Communicate concepts through effective exhibit design and/or promotional materials.
- Identify and respond to the cultural needs of the community.
- Establish and maintain effective program policies and services.
- Monitor program spending.
- Keep accurate and up-to-date notes on the program and activities.
- Establish and maintain relationships with those contacted during the course of the work.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures regarding the Cultural Arts Commissions programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use initiative and independent judgment within established procedural guidelines.
- Organize own work, set priorities, and meet critical deadlines.
- Maintain confidentiality regarding sensitive information.
- Take a proactive approach to customer service issues.
- Work in a safe manner, following City safety practices and procedures and modeling correct City safety practices and procedures; enforce adherence to safety policies and procedures; identify, correct, and report safety hazards.

Skill in:

- Using a personal computer and associated applications.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Two years of progressively more responsible experience in community arts programming, performing arts production, museum education, arts instruction; or any equivalent combination of training and experience that would provide the knowledge, skills and abilities listed above.

Training: A bachelor's degree from an accredited college or university with major coursework in Art, Art History or a related human services field.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or the ability to obtain, an appropriate, valid California driver's license and a satisfactory driving record.
- Current First Aid certification is required.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, twist, climb; mobility to work in a typical office/gallery setting, use standard office equipment; vision to read printed materials; hearing and speech sufficient to communicate in person and over the telephone; lift and carry 30 pounds, supplies, art materials, and equipment.

Work Environment: Work in an indoor and outdoor environment; exposure to noise and confining workspaces.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a neat and clean appearance. Must be able to work flexible hours, including evening and weekends.

Approved: June 2005
Revised Date:
Former Titles:
Abolished:
Bargaining Unit: Mid-management
ADA Review: 5/2005
DOT: No
Physical: No
Status: Classified/exempt
EEOC Category: EF6\EJ5
Job Code:

ADA-Documentation of Essential Duties

1. MME
2. SAE
3. SAE
4. MAE
5. MAE
6. MAE
7. MAE
8. MAE
9. OME
10. OAE
11. OAE
12. OAE
13. MAE
14. SDE
15. SDE