

Summary of Duties: Performs a broad range of entry-level professional work in connection with community and public arts, architectural design and review, cultural grant programs, and historic preservation; receives on-the-job training and experience in preparation for career advancement in various art administration areas; and does related work.

Distinguishing Features: Arts Associate is an entry-level arts administration class, the incumbents of which receive on-the-job training and work experience relating to the operations of an arts department. An Arts Associate is exposed to the current concerns and trends within the local arts community as well as to the policies, procedures, rules, and regulations within the City. An Arts Associate is also exposed to public arts administration through the architectural design approval process, cultural grants process and monitoring program, Arts Development Fee Trust Fund, Youth Advocacy Program, Materials for the Arts Program, and other art programs in development. This training will complement the knowledge of art and art administration gained through schooling and/or work experience in an arts organization. Assignments are normally given verbally and in writing and the results are evaluated by an Arts Manager.

The purpose of this class is to develop the writing, analytical, and oral presentation skills learned in college, while at the same time training an Arts Associate in the diverse operations of the City and the local arts community. An Arts Associate may promote to classes such as Arts Manager, Community Arts Director, Performing Arts Director, and Art Center Director where he/she will perform difficult and complex administrative work requiring the exercise of considerable independent judgement.

The duties of an Arts Associate differ from that of a Management Assistant in that an Arts Associate is required to bring to the position a knowledge of the arts and arts administration gained either through schooling or work experience. An Arts Associate must have the ability to interact with the artistic community at all levels.

Examples of Duties: An Arts Associate may be called upon to assist in the performance of some or all of the duties listed below:

- Resolve administrative and other problems related to

the Public Art Program, Grants Administration Program, Community Arts Program, Design Review Process, Youth Advocate Program, Material for the Arts Program and other art programs by analyzing and focusing on the nature of the problem, collecting and interpreting data, determining alternative solutions and consequences, recommending courses of action, and preparing reports and documentation as necessary.

- Prepare, review, and edit divisional budget requests.
- Analyze, develop, install, modify and review systems and procedures.
- Prepare routine inter-office memos, letters, and reports to other City offices, private citizens or companies, or to other governmental agencies regarding arts policy and other subject matter.
- Monitor and coordinate existing art programs.
- Select artists for public art projects.
- Procure supplies, materials and equipment.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A working knowledge of:

- Basic principles, practices, methods, and techniques of arts administration including community and public art programming, and cultural grants administration.

A general knowledge of:

- Community based and regional art institutions.
- Basic principles, practices, methods and techniques of public administration, personnel administration, and organization and management.

The ability to:

- Gather factual information and conduct research within the arts community and present recommendations that are clear, concise, logically developed, and

convincing.

- Speak in front of an audience to promote the arts and cultural awareness.
- Analyze and evaluate data pertaining to Citywide Cultural Master plan, Cultural Grants Program, and Percent for Arts Program.
- Establish procedures and systems to accommodate tracking of grants applications, awards, and contracts. Conduct surveys in the arts community to measure success of departmental programs.
- Deal tactfully and effectively with the public, management, supervisors, and other employees, contractors, developers, grant applicants/awardees, and Council and Mayoral offices.
- Assist individual artists and arts organizations in completing contracted work, including mediating artistically acceptable solutions between artist and other City departments or agencies.

Minimum Requirements :

Graduation from a recognized four-year college or university with a degree in Art History, Art Administration, Architecture, Historic Preservation, various artistic disciplines such as Music, Theater, Dance, Film, and Fine Arts, Literature, Traditional Arts; or other related fields is required; **or**

Four years of full-time paid experience directing and coordinating an arts program in an organization responsible for the development, implementation, or coordination of programs directed at encouraging appreciation, interest, or participation in fine arts or cultural activities in promotion of public art.

License: A valid California driver's license may be required for some positions.

Physical requirements: Strength to perform average lifting of up to 5 pounds and occasionally over 15 pounds; good speaking and hearing ability and good eyesight.

Those with medical limitations may be able to perform the duties of some of the positions in this class with

reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.