

**Art Instructor (Class Code 2447)
Task List (2016)**

1. Plans, organizes, conducts, and supervises art classes (e.g. using visual art, music, and/or performing arts mediums) and arts programming for children, adults, other parties, and/or the general public, such as after-school arts programs, drop-in arts workshops for special events, or education programs related to exhibits in community-based arts centers, museums or other community sites in order to teach and provide access to the arts, allow space for experimentation, and engage community members in culturally-specific programs.
2. Collaborates with staff, supervisors, community artists, social service organizations, arts organizations, art experts, schools, libraries, education personnel, and community groups by conducting research using methods such as reading literature on topics including art or art history and gathering data from conversations with community members or education site visits, in order to assist in developing arts programming and to gain feedback and/or suggestions regarding methods for incorporating the arts in day-to-day life, determine the most effective way of doing so, and to ensure inclusion and access for the community through exhibitions, workshops, and classes.
3. Communicates verbally and in writing the fundamental principles of the arts, both historic and contemporary, through lectures, arts programming, gallery exhibits, concerts, performances, or discussions to children and adults to encourage and ensure exposure to the arts to the general public.
4. Creates signs, brochures, flyers, and written materials regarding arts programming, art receptions, and other various events by using basic computer programs such as Microsoft Office and graphic design programs in order to disseminate information about classes to the public by posting them online (e.g. Facebook or the Department website) or physically at schools and libraries.
5. Develops age appropriate education-based arts curricula, workshop activities, and arts programming with the assistance of the California Content Standards, community artists and other associated groups, other staff members, supervisors, arts organizations, and/or education personnel, designed to provide students or visitors, from pre-school age to adults, an opportunity to engage and understand the creative experience, artistic expression, and contemporary arts process.
6. Communicates verbally and in writing daily activities and/or correct rules and procedures of a community-based art center to education staff, interns, volunteers, gallery attendants, and/or part-time workers in order to ensure that staff remains up to date and is informed.

7. Analyzes and evaluates program results and effectiveness through City protocol such as metrics of attendance and outreach using City-assigned documentation in order to make recommendations for program improvements.
8. Determines if a new or continuing program/exhibit is making the best use of funds provided to them and/or needs additional inventory or funds, such as art, music, and/or technology supplies and equipment, by conducting an inventory check or by sitting in on classes to determine if they are fully-stocked, and then completes a budget request electronically (e.g. Microsoft Excel), and submits the request to the supervisor in order to ensure that inventory is maintained and that the program or exhibit can sufficiently operate and remain sustainable.
9. Communicates information to students, staff, or the general public in-person and/or through the department website, or social media such as Facebook, Twitter, and Instagram regarding career opportunities in arts education, gallery or museum arts, music, performance, and/or literature in order to enhance and grow the culture of Los Angeles through the community members.
10. Promotes community arts programming by attending community meetings, visiting schools and libraries, and using social media such as Facebook, Twitter, and Instagram to ensure that the public has access to community arts programs and facilities and disseminates information by speaking to communities, making presentations, answering questions, and providing information about upcoming sessions.
11. Provides outreach to schools, teachers, principals, professors, and/or recreation coordinators regarding field trip and tours the community arts program or center has to offer and coordinates with these parties and people within the department, such as their supervisor to discuss when the visit to the art center will occur and details about what the tour or fieldtrip will entail in order to ensure exposure to the arts and facilities and provide community engagement.
12. Installs and curates exhibits and/or produces special events and festivals pertaining to the community arts facilities by meeting with local artists, discussing exhibitions with other artists, examining local, national, or international artwork that is relevant to exhibitions, or by reaching out to artists or collectors for art loans, to leave a cultural imprint within the communities.
13. Assists supervisors with grant writing and fundraising campaigns pertaining to community arts programs using methods and techniques such as researching available grants, gathering data, presenting at neighborhood council meetings, and writing part of the grant to ensure that programs are properly funded and provide enhanced programming.

14. Transports materials and equipment such as art supplies, art work, historic materials, tables, and chairs to community sites, festivals, exhibitions, and art centers using a City van in order to share what the community arts program has to offer and to provide access and exposure to the arts to the general public.