

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

09-14-2023

### ARTS EDUCATION COORDINATOR, 2447

**Summary of Duties:** Assists the Art Center Director and/or supervising Director to design, implement, and coordinate arts programs that are responsive and representative of community input and staff expertise at art centers, theaters, museums, and historic sites managed by the City Department of Cultural Affairs.

**Class Characteristics:** An Arts Education Coordinator informed by the historic, demographic, cultural, and social context of the community they serve, applies current trends and best practices to the direction of Community Arts, Performing Arts, and Museum Education Programs; facilitates programming to foster creative and critical thinking; cultivates an atmosphere conducive to artistic experimentation and develops the talents and interests of artists, community members, and visitors through Department programs; fosters inclusive community engagement; and seeks outside partners to enhance educational programs by coordinating relationship building strategies with the community.

**Examples of Duties:**

- Assists the Director with all aspects of researching, planning, and presenting the Art Center's multidisciplinary arts education programming, including, but not limited to, art class development, educational and marketing materials, and community activities for members of the public in both in-person and online formats;
- Creates, organizes, directs, and/or teaches multi-disciplinary educational activities using California Content Standards and current best practices in arts education;
- Maintains and updates database management of various assets, such as musical instruments, exhibition materials, classroom equipment, and supplies;
- Plans, organizes, and leads approved field trips to private and public art and architecture exhibits, performances, and other culturally and artistically enriching experiences for students and families;
- Trains staff for the physical preparation of classrooms for instruction, maintains attendance records and schedules, monitors staff work plans, reviews and approves lesson plans and curriculum, reports class activities, makes recommendations for program improvements, and coordinates resolutions related to classroom management;
- In collaboration with the Art Center Director, researches, seeks, and finds professional development opportunities for self/staff and coordinates ongoing learning, critical feedback, mentoring, and evaluation of Teaching Artist staff;
- Assists the Director in the design of community input strategies and collaborates with organizations and individuals to develop inclusive arts programming and to gain feedback regarding methods for incorporating the arts in day-to-day life;
- Collects, analyzes, and evaluates program and exhibit results and effectiveness for in-

person and online programming using qualitative and quantitative metrics, such as attendance, social media, and outreach to make recommendations for ongoing assessment and service delivery improvements;

- Works as a team member with diverse groups, including family advisory groups;
- Promotes community arts programming by communicating information and answering questions of students, staff, and/or the general public through a range of strategies and techniques;
- Understands and effectively communicates City and Department procedures, verbally and in writing, to the staff and community;
- Uses design applications to create marketing materials in print and digital formats;
- Manages and coordinates inventory and purchasing needs for Teaching Artists, art programs, and/or exhibits using software;
- Assists supervisors with researching, preparing, and maintaining data, budgets, grants, in-kind donations, and fundraising opportunities;
- Interfaces with the Department's administrative and accounting staff to prepare accounting documents, such as contracts, Letters of Agreements, Authority for Expenditure, etc.;
- May assist in coordinating facility management, security, safety, and emergency response;
- Assists in the hiring of exempt staff, volunteers, and interns;
- Prioritizes completion of assignments and delegation of tasks critical to ongoing operations in a fast-paced team environment; and
- Serves as backup in the absence of the Art Center Director and applies sound decision-making to overall management of the art center.

**Minimum Requirements:**

1. Graduation from a recognized four-year college or university with a major in the arts, performing arts, art history, art education, or a related field; **and**
2. Two years of full-time paid experience designing, implementing, or coordinating an arts program.

**Physical Requirements:**

- Strength to perform average lifting up to 15 pounds and occasionally more than 25 pounds;
- Arm, hand, and finger dexterity with at least one hand for manipulation of art media;
- Good speaking and hearing ability; and
- Good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**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 the duties and responsibilities of any position shall be.**