



City of Tempe

ARTS SPECIALIST

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	204	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Services	<i>Salary / Hourly Minimum:</i>	\$51,619
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$69,685
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Library Specialist II+
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from Cultural Services supervisory and management staff.
 Exercises functional supervision over technical, clerical, contract, and volunteer Cultural Services staff.

MINIMUM QUALIFICATIONS

Experience: Equivalent to two years of fulltime work experience assisting with the organization, coordination and implementation of public art programs, cultural arts or visual arts programs.

When assigned to Arts Engagement:

Equivalent to two years of experience in administering or managing of arts granting and/or arts educational programs and/or in the organization and management of arts programs in a public setting.

When assigned to Grant Writer:

Equivalent to two years of fulltime work experience in formal grant writing or proposal writing, and familiarity with grant management software.

When assigned to TCA box office:

Equivalent to two years of fulltime work experience in box office supervision and ticketing sales utilizing automatic computerized ticketing systems.

When assigned to TCA event management:

	<p>Equivalent to two years of responsible administrative event planning experience or an equivalent combination of education and experience in a performing arts setting; Familiarity with event scheduling software and audiovisual equipment.</p> <p><u>When assigned to TCA production:</u></p> <p>Equivalent to two years of fulltime work experience in technical theater production in a multi-venue performing arts facility or similar venue with concentration in theatrical audio and/or theatrical lighting. Must be able to lift up to 70 pounds.</p>
<p><i>Education:</i></p>	<p>Equivalent to an Associate’s degree from an accredited college or university with major course work in arts history, fine arts, humanities, education or degree related to the core functions of this position.</p> <p><u>When assigned to Arts Engagement:</u></p> <p>A Bachelor's degree from an accredited college or university with major work in arts administration, visual or performing arts, public administration, education, or degree related to the core functions of this position.</p> <p><u>When assigned to Grant Writer:</u></p> <p>Equivalent to a Bachelor’s degree from an accredited college or university with major coursework in technical writing, communications, journalism, creative writing, marketing, public administration, arts administration, non-profit administration, museum studies, or degree related to the core functions of this position.</p> <p><u>When assigned to TCA box office:</u></p> <p>Equivalent to an Associate’s degree from an accredited college or university with major course work in arts management, business, humanities or degree related to the core functions of this position.</p> <p><u>When assigned to TCA event management:</u></p> <p>Equivalent to an Associate’s degree from an accredited college or university with major course work in arts management, business, humanities or degree related to the core functions of this position.</p> <p><u>When assigned to TCA production:</u></p> <p>Equivalent to an Associate’s degree from an accredited college, university, or conservatory with major course work in theater, theatrical audio, theatrical lighting, technical direction or degree related to the core functions of this position.</p>

<i>License / Certification:</i>	None
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ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of administrative support duties in the administration and implementation and operation of the city's Cultural Services Divisions programs, services and facilities.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Participate in assessing the needs and desires of the community as they relate to the programs, services and facilities of the Cultural Services Division.
- Participate in the preparation of program marketing materials, including news releases, flyers and brochures.
- Assist and respond to inquiries from the public regarding programs, services and facilities of the Cultural Services Division.
- Participate in the process to recruit, hire, train, schedule, oversee and evaluate staff and volunteers associated with the delivery of programs and services and the operation of facilities of the Cultural Services Division.
- Contribute to the development of a healthy work environment, exhibit an employee and citizen focus, and take initiative to solve problems.
- Perform related duties as assigned.
- Be physically present to perform the duties of the position.

When assigned to Arts Engagement:

- Plan, coordinate and execute interactive discussions, artist talks, community conversations, forums, readings, pre/post show discussions and workshops. Plan and execute artistic and cultural programming that is inclusive, equitable, educational and engaging.
- Participate in the organization, scheduling and implementation of community-initiated arts and culture programming, Arts in the Parks, Tempe Arts Grants, and Studio Artists Program.
- Support informal arts and culture programs focused on fostering a greater sense of community; actively welcome more student and lifelong learner interactions with programming.

- Participate in programs to support emerging artists and professional artists; develop a continually regenerative group of art lovers and practitioners.
- Assist in arts and culture education initiatives and collaborations with schools, school districts, out-of-school groups, arts organizations, community groups, universities, colleges, arts educators and teaching artists.
- Assist in developing strategies for implementing elements of the Arts and Culture Plan.
- Perform related duties as assigned.

When assigned to Arts Instructional Program:

- Assist with the city of Tempe Arts Instructional Program.
- Participate in the organization, scheduling and implementation of instructional and cultural programs, activities, and special events for youth and adults.
- Administer contracts with arts instructors, dance and theater groups for community performances and arts instructional services.
- Distribute equipment and supplies for the Arts Instructional Program.
- Monitor expenses for the Arts Instructional Program.
- Participate in the implementation of the policies and procedures relating to the Arts Instructional Program.
- Assist in monitoring records and reports for the Arts Instructional Program.
- Perform related duties as assigned.

When assigned to Grant Writer:

- Assemble, compose and submit grant requests, including proposals, letters, budgets, expense reports, presentations, bios, and season play lists.
- Maintain grant calendar to ensure timely submission deadlines.
- Liaise with the Arts + Culture Division staff and other departments in the collection of program information needed for grant proposals and reports.
- Research and identify prospective funding sources.
- Set appointments for Institutional Advancement Administrator with established partners and other prospects; arranging for meeting locations, onsite tours and site visits; attend meetings and takes notes when necessary.
- Maintain current records in database and paper files; respond to donor, supervisor, and staff requests.
- Exhibit excellent writing and proofreading skills with attention to detail and accuracy.
- Perform related duties as assigned.

When assigned to Public Art Program:

- Assist with the City of Tempe Public Art and Art in Private Development Programs.

- Participate in the process for selecting artists for commissioned projects including writing and distributing Requests for Qualifications/Requests for Proposals and assisting with selection panels and public presentations of proposals.
- Develop contracts with artists for the purchase of artwork and commissioning of public art.
- Assist and respond to other city departments through the design development and review process of projects which include a public art element.
- Monitor on-site art installations and execute routine site visits.
- Maintain service contracts for the maintenance and conservation of public art owned by the city.
- Assist with private individuals and/or nonprofit organizations for the receipt of donated artwork.
- Assist with the applications for state and/or regional grants related to public art.
- Perform related duties as assigned.

When assigned to TCA box office:

- Oversee the day to day operation of the Tempe Center for the Arts (TCA) box office; supervise ticket selling, cash management and customer service functions.
- Operate all aspects of the TCA's computerized ticketing system, including but not limited to, program, set-up and configure event and season information for sales, data collection and reporting.
- Maintain patron database.
- Establish, develop and implement box office operation and sales policies and procedures.
- Maintain records of box office sales, receipts and ticket transactions.
- Prepare and monitor box office operating budget; provide daily box office reports, settlements and statistical data for each event.
- Demonstrate continuous effort to improve operations, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.
- Perform related duties as assigned.

When assigned to TCA event management:

- Assists in the operational event planning of approximately 175 rental & special events
- Administers estimates and contracts; organizes logistics and schedules client walk-throughs; maintains records associated with assigned events.
- Communicates cross-departmentally and conducts post-event evaluations for all assigned events.
- Acts as on-site event lead for all assigned events working with House Management, Box Office and Production where necessary to successfully address any unexpected changes and requests and field questions, concerns or potential complaints from clients/patrons.
- Perform related duties as assigned.

When assigned to TCA production:

- Assist Production Coordinator with production needs of all events in the Tempe Center for the Arts.
- Oversee use of equipment within TCA and serve as site manager during events.
- Advise on and execute audio and/or lighting needs for events.
- Ensure operational readiness of all audio and/or lighting equipment.
- Perform and coordinate regular maintenance and safety inspections of equipment.
- Prepare reports including, but not limited to, event evaluations, industrial injury summaries and incident reports.
- Assist Arts Coordinator in maintaining production records including, but not limited to, equipment inventory, equipment manuals and documents, warranty information, maintenance and repair logs, equipment rental agreements, service contracts and personnel event records.
- Load, unload, carry short distances, push and slide objects: scenery, audio and light equipment, program boxes, trusses, chairs, etc. from/to the stage, trucks and dollies.
- Perform minor building repairs.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective Month Year

Effective October 1994

Revised and title change March 30, 2006

Revised August 2006 (add'l duties and qualifications)

Revised March 2007 (add'l assignments)

Revised September 2017 (update when assigned to Arts Engagement & Grant Writer min quals/job duties)

Revised December 2018 (added when assigned to TCA event management min quals and job duties)