

CITY OF TEMPE

Part-Time Employment Opportunity



Community Services Department · Arts & Culture Division · 700 W Rio Salado Parkway · 480-350-2827
www.tempe.gov/PublicArt

Public Art Specialist (Arts and Culture Division – Tempe Public Art)

Closing Date: Open until filled
Hourly Wage: \$18.00-20.00 per hour
Work Schedule: Maximum 28 hours per week; flexible weekday scheduling; occasional weekends may be required

This is a non-benefited position.

Tempe Arts & Culture seeks a Public Art Specialist to join the Tempe Public Art team to assist with the project management of permanent and temporary projects around the city. This role requires excellent communication skills, creativity, attention to detail, and experience with project management.

Education and Experience: A Bachelor's degree from an accredited college or university with major coursework in visual art, design, arts administration, museum studies, art history, or a degree related to the core functions of this position. Equivalent to two years of experience administering or managing arts granting, arts projects, or curatorial programs, or in the organization and management of arts programs in a public setting.

Essential Job Functions:

- Assist with Tempe Public Art projects and related programs, including monitoring and maintaining logistics for permanent and temporary art installations and commissions.
- Participate in the artist selection process for public art projects, distribution of Calls for Art applications, logistical needs for selection panels, and selection panel preparation.
- Assist with the management of the public art project maintenance including, but not limited to, project assessment, oversight of contracts for vendors, review of materials, and oversight of bid process.
- Manage and oversee neighborhood grant public art projects with the support of the program director. Work with artists, community members, and contractors to ensure that the artworks are created in a reliable and professional manner while adhering to best practices as they relate to the public art collection.
- Assist Director of Public Art in tracking Art in Private Development (AIPD) updates including regular review of project plans and communicating between Arts and Planning. Conduct research related to AIPD including, but not limited to, program development, resources for developers, and resources for artists.
- Create artist correspondence, file updates, and maintain staff communications on delivery/pick-up schedules, project logistics, and installation needs for public art projects, as needed.
- Exhibit excellent written and proofreading skills with attention to detail and accuracy. Deliver professional customer service to artists, staff, volunteers and residents.
- Ability to work on concurrent projects and demonstrate effective time management, problem solving, and organization skills. Initiative and self-starter skills are essential.
- Perform other related duties as assigned by the Director of Public Art.

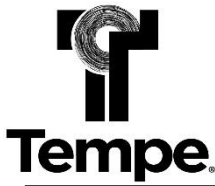
Skills Preferred: Microsoft Office suite; Adobe; familiarity with structures, construction/design plans, and building materials; familiarity with multi-media sculpture; understanding of basic project management.

Physical Demands: Work is performed both in the office and in the field which requires standing, walking, sitting, and lifting up to 25 lbs., occasionally climbing stairs and ladders, frequent use of sight for monitoring activities, viewing and assessing public art and documents, and regularly requires communicating with others in person, on the phone, and by letter and email.

Applicant Requirement: Successful completion of selection process, completion of background investigation and verification of identity/work authorization. Possession of a valid Driver's License.

Email Resume and Application to: Rebecca_Rothman@tempe.gov
For questions, please contact: Rebecca Blume Rothman at 480-350-2827

Tempe is an equal opportunity/reasonable accommodation employer



Temporary Employment Application

Community Services | Arts & Culture Division | www.tempe.gov/ARTS

Last Name:		First Name:		MI:
Street Address:			City, State, Zip	
Phone Number:		E-Mail Address:		

Position(s) applying for _____

Do you possess a valid Driver's License (may be required for certain positions)? Yes No

Your age group is? 15-17 years 18-20 years 21 years+

Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? Yes No

Have you ever worked for the City of Tempe? Yes No

If yes, from _____ (mm/yy) to _____ (mm/yy)

Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee? Yes No If yes, please indicate his/her name, position, and relationship to you:

To assist us with verifying previous work experience and /or education, please list other names you have gone by:

Are you a veteran? Yes No

NOTE: If you are claiming Civil Service Preference for Veterans under ARS 38-492, you must submit a copy of your DD214 (Member-2 or 4) at the time you are invited to a testing process.

Dates available: From _____ To _____

Please specify times you are available to work on the chart below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you obtained a high school diploma or a high school equivalent certification? Yes No

If no, please indicate your highest grade level completed _____

Education from an accredited College/University:

College:	Major:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Certification or Registration (CPR, First Aid, Adv. Lifesaving, Lifeguard Training, W.S.I etc.)

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

Special training *that relates to this position*:

List computer software program(s) with which you are proficient in operating *that relate to this position*:

Language Proficiency (other than English):

Language:	Speak:	Read:	Write:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours Per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours Per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience: _____

Address: _____ Phone: _____

Job Title: _____ Employees Supervised: _____

Supervisor (Name/Title/Phone): _____

Employment Dates (mm/yy): _____

Hours Per Week: _____ Wage: \$ _____ per _____

Work Performed: _____

Reason for Leaving: _____

Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

Yes No *If Yes, please explain:* _____

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.		
<p>I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.</p>		
Print Applicant's Name	Applicant Signature	Date

<u>FOR ADMINISTRATIVE USE ONLY</u>	
Job Code: _____	Cost Center: _____
Title: _____	Hourly Wage: _____
Supervisor: _____	Weekly Hours: _____