

City of
EDMONDS
Washington

CULTURAL ARTS PROGRAM SPECIALIST – Cultural Services Program

Department:	Parks, Recreation & Cultural Services	Pay Grade:	NE-8
Bargaining Unit:	WSCCCE	FLSA Status:	Non Exempt
Revised Date:	January 2018	Reports To:	Parks, Recreation & Cultural Services

POSITION PURPOSE: Responsible for implementation and administration of specific Cultural Services programs. Reporting to Arts and Culture Manager, the position is responsible for planning, organizing, coordinating, overseeing and guiding specific cultural arts programs. The work includes focus on day-to-day oversight of specific program activities, assisting with program innovation, planning implementation and evaluation and providing support of creative, design, promotional and clerical duties. Supervises varying numbers of volunteers and contracted instructors. Excellent communication skills and human relations skills are required due to considerable public contact.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Responsible for coordination and implementation of specific EAC programs and activities.
- Coordinates schedules and organizes meetings, workshops and programs including: special event planning, meeting with vendors, sponsors, community contacts and program participants.
- Assures proper scheduling and set-up of facility for special program events and meetings.
- Supervises, directs, and schedules volunteers and instructors for specific programs, communicating job duties and responsibilities in a clear manner.
- Oversees and evaluates the work of specific program instructors.
- Develops and maintains informational and marketing materials, brochures and the City website for Cultural Services programs and events; posts information to the website; prepares, edits and updates a variety of print and digital program materials.
- Organizes and coordinates office functions, activities and communications for specific programs; assures efficient workflow and office operations and recommends improvements.
- Maintains and updates information databases for specific programs.
- Maintains financial records on program revenue and expenditures; prepares status reports; researches available funding sources; prepares and submits grants and sponsorship requests.
- Oversees third party vendor service for registration, implements annual set-up, and provides customer service for special event registration process.
- Provides staff support and administrative assistance to boards and committees; prepares reports, agendas, program evaluations, and other materials as appropriate.
- Provides information and services to other City departments and personnel, and coordinates with various outside agencies and organizations.
- Performs a variety of special duties, projects, activities and incidental duties as assigned.

JOB DESCRIPTION

Cultural Arts Program Specialist

- Must be able to work a flexible schedule including some evenings and occasional weekends.

Required Knowledge of:

- Knowledge of community cultural arts practices including the literary, performing, and visual arts.
- Administrative functions and operations of a City government.
- Research methods, data collection and statistical analysis.
- Accurate, lawful, and efficient record-keeping techniques.
- Budget preparation, monitoring and control.
- Knowledge of effective instructional methods and techniques related to program areas.
- Principles of customer service and public relations.
- Effective oral and written communication principles and practices.
- Knowledge of current office procedures, methods, and equipment

Required Skill in:

- Planning and performing technical administrative office coordination duties in support of the Cultural Services programs.
- Financial record-keeping techniques and budget monitoring.
- Maintaining records, files, and information in compliance with laws, policies, and procedures.
- Interpreting, applying and explaining rules, regulations, policies, procedures and laws.
- Preparing a variety of reports, logs, records and files related to assigned activities.
- Maintaining confidentiality of sensitive information; working confidentially with discretion.
- Problem solving, being flexible and working with diverse personalities.
- Researching a variety of subjects and presenting information in an efficient, accurate manner.
- Utilizing personal computer software programs and other relevant software affecting assigned work. .
- Meeting schedules and time lines and ability to work independently.
- Communicating effectively verbally and in writing, including public relations and customer service.
- Preparing a variety of marketing materials and press releases.

MINIMUM QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: a Bachelor's Degree with work experience in an arts field with program planning and coordination responsibilities or an Associate's Degree with a minimum of two years experience working in the field, plus experience working with volunteers and program promotion.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Office environment and special events.
- Constant interruptions.
- Driving a vehicle to conduct work.

JOB DESCRIPTION
Cultural Arts Program Specialist

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Reading and understanding a variety of materials
- Operating a computer keyboard or other office equipment.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 40 lbs.

Hazards:

- Contact with potentially dissatisfied or abusive individuals.
- Contact with hazardous chemical cleaners and sealants for art maintenance.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____