

**CITY OF GREENBELT, MD  
CLASS SPECIFICATION**

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**CLASS TITLE:** Arts Supervisor  
**DEPARTMENT:** Recreation  
**REPORTS TO:** Assistant Director – Recreation Programs

**SALARY GRADE:** 14  
**FLSA STATUS:** NE  
**DATE:** 11/2022

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**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

Supervises art program personnel and develops, implements, coordinates, evaluates and modifies art programs benefiting individuals and groups of all ages throughout the City. Oversees a wide variety of art programs engaging the participation of artists, community organizations and the public at large. The work location for this position is the Greenbelt Community Center. The normal work schedule for this position is Monday through Friday from 8:30 a.m. to 5:00 p.m. and requires flexibility to work some evenings, weekends and holidays to meet essential functions of the position as required by the supervisor. Work is performed under the general direction of the Assistant Director – Recreation Programs. Supervision is exercised over subordinate personnel.

**ESSENTIAL JOB FUNCTIONS:**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Oversee, supervise and establishes mission, scope and standards for City arts programs including conceive/develop programs, exhibitions, workshops, performances, lectures, Artist-in-Residence programs, special events, and public art installations; recruit artists for participation; create contracts, application procedures/program guidelines; develop and implement program evaluation instruments; and advise City of matters pertaining to public arts policy.

Carries out supervisory responsibility in accordance with City policies, procedures and applicable laws including interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Works with a team in the planning, organization, implementation, staffing and evaluation of a wide variety of arts programs, special events and public art throughout the City of Greenbelt.

Develops, procedures and distributes public information materials, flyers, signs, exhibits, news releases, ads, newsletters, etc.

Assists in the completion of paperwork including timesheets, weekly reports, Recreation Activity Guide development, training materials and department tracking software.

Serves as liaison to Arts Advisory Board, community organizations and local schools; cultivates partnerships with area arts organizations; represents City arts programs through participation in professional events.

Manages the City of Greenbelt's Public Art Policy.

Writes/administers grants; assists schools in preparing grants to support programs in collaborations with the City; prepares/manages annual City arts budget.

Supervises and trains part-time, intermittent and volunteer staff.

Conduct interviews and hire part-time staff for various recreation positions.

Monitors and logs in part time hours and forwards completed time sheets to supervisor.

**IMPORTANT JOB FUNCTIONS:**

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer                      General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's Degree from an accredited four-year college or university in Education in the Arts, Arts Management, Arts Education, or a related field; and moderate progressively responsible experience; or any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid Driver's License Preferred

Certified Parks and Recreation Professional Preferred

Arts Supervisor Class Specification

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

A variety of visual, literary and performing art forms and arts program models.

Technical issues pertaining to programming in these areas.

Best practices and professional standards in public arts management.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

**Skill in:**

Grant writing and other fundraising.

Budget development and management.

The recruitment, training, and supervision of professional staff.

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, the media, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

**Mental and Physical Abilities:**

Ability to recruit diverse and exemplary artists on an ongoing basis for participation in art programs.

Ability to conceive, develop, promote and implement diverse and effective public art programs.

Ability to develop and implement program evaluation instruments.

Ability to research and provide recommendations on public arts policy.

Ability to develop and oversee effective marketing campaigns through print, electronic and other means.

Ability to establish and maintain effective working relationships with a variety of people.

Sensory requirements include standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound. This is sedentary work requiring the exertion of up to 10 pounds of force sometimes.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

**NOTE:** This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.