

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Visual Arts Coordinator I
DEPARTMENT: Recreation
REPORTS TO: Arts Supervisor

SALARY GRADE: 10
FLSA STATUS: N
DATE: 07/2023

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

The Visual Arts Coordinator develops and implements a wide range of creative arts activities engaging participants of diverse ages, abilities, backgrounds, resources and interests. Programs will facilitate creative exploration, self-expression, technical skill development, cultural sharing, and social and community engagement.

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.

Develops and implements quarterly arts education programs such as classes, camps, workshops, and open studio access. Programs will offer opportunities for both new media exploration and progressive learning in keeping with patron interest, instructor availability and studio capabilities. Tasks may include:

Recruiting and supervising qualified instructors and support personnel

Assisting with hiring, payroll, and evaluation procedures for these personnel

Collaborating with instructors on curriculum development and program budgeting

Providing direct program instruction/facilitation and mentorship of other program leaders

Setting up activities in the RecTrac registration and reservation system

Coordinating supply purchases and materials kit packing/distribution

Working with the Studio Manager and other staff to plan for studio enhancements

Coordinating Zoom access and Zoom monitor scheduling/training for online activities

Coordinating online registration and reservations through SignUp Genius for select activities

Providing direct patron assistance

Participates in the development and implementation of special programs and events, such as: Artful Afternoons, Art Shares, Studio Open Houses, exhibit receptions, artists' professional development sessions, Art and Craft Fairs, Black History Month, Greenbelt Day Weekend, and seasonal neighborhood celebrations. Events often take place on weekends (typically not more than 1-2 per month).

Supports Artists in Residence in the development and implementation of annual community engagement projects. These may include workshops, public art projects, and other activities.

Assists with the planning and implementation of exhibits, including professional art exhibitions and informal displays of community artwork, such as end-of-session studio events and showcase displays.

Collaborates with colleagues and guest artists in the development and implementation of interdisciplinary visual/performing arts programming. Examples include: helping to construct sets, props and costumes for theater and dance productions; assisting with parade arts and street theater activities, video productions, and other projects; facilitating the participation of guest artists, instructors and volunteers.

Assists with the promotion of Greenbelt Recreation arts programs through strategies including but not limited to: online calendars and slide shows; social media posts; short videos; email blasts; fliers, brochures, City newsletters, postcards and activity guides; web pages; press releases and articles; outdoor signage; and tabling at community events such as the Greenbelt Labor Day Festival.

Develops, implements and analyzes program evaluations.

Researches and utilizes digital tools and technology to enhance service delivery.

Assists as needed with the preparation of grants, budgets, reports and other communications with colleagues, City Council, volunteer boards and committees, and outside agencies.

IMPORTANT JOB FUNCTIONS:

Performs other related duties as required.

MATERIAL AND EQUIPMENT USED:

Computer General office equipment Folding tables and chair Portable staging lighting sound equipment

Pipe and drape stage background General art studio equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Visual Arts Coordinator I

Bachelor's degree from an accredited four-year college or university in fine arts, arts education, arts management or a related field; and

One year of 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:

CPR / AED Certified (on the job training available)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Diverse art/craft forms and the values of fine arts based, community-centered arts programming

Skill in:

Program design and organization

Hosting public events effectively in a forward-facing role

Time management

Written and verbal communication

The use of software including Microsoft Word, Excel and Outlook; Dropbox; Zoom; Google forms, documents and spreadsheets. Willingness and ability to learn RecTrac, SignUp Genius and YouTube.

Mental and Physical Abilities:

Ability to maintain positive, effective working relationships with colleagues, instructors, tenants and community partners

Good listening skills and a creative, solution-oriented mindset. Ability to provide effective one-on-one assistance to program participants and instructors.

Steady leadership combined with adaptability. Readiness to adjust planned activities as needed based on factors such as instructor absence, inclement weather or public health conditions.

Ability to communicate promptly by email, text, and/or phone

Ability to adjust one's work schedule to accommodate occasional program needs

While performing the essential functions of this job the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or keyboard; speak and hear; reach with hands and arms; bend body downward and forward, requiring full use of the lower extremities and back muscles; use color, texture, sound, shape and odor perception; lift and/or move up to 50 pounds.

ADDITIONAL PREFERRED QUALIFICATIONS:

Master's degree, or any combination of training and experience substantially equivalent to advanced credentialing from an accredited University in fine arts, arts education, arts management or a related field.

Proficiency with software such as: Microsoft Publisher; Adobe Creative Suite (Photoshop, InDesign, Illustrator); iMovie and other video editing software

Experience with website content management and mass email campaigns

Experience in personnel management and mentoring

Proficiency with social media platforms including: Facebook, Instagram and TikTok

Proficiency in graphic design

Experience in marketing and market research

Communication skills in Spanish and/or American Sign Language

Technical expertise and teaching experience in one or more fine arts/ fine crafts disciplines

Proficiency in painting, sewing, woodworking, mask and puppet making or other skills that pertain to interdisciplinary visual/performing arts programs

Ability to run errands or work at alternate locations which may require driving

Working Conditions:

Work is typically performed in and around Recreation Department facilities.

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.