

## ARTS PROGRAM COORDINATOR

### JOB DESCRIPTION

**Classification Responsibilities:** An Arts Program Coordinator is responsible for a variety of administrative tasks related to a Mesa Arts Center (MAC) arts program, including, but not limited to, program planning, development, delivery, analysis, and budgeting; and the training, evaluation, and supervision of program staff, teachers, and volunteers. The position also acts as liaison to other units within the Arts and Culture Department, other City departments, and outside agencies as appropriate, for the purpose of planning and developing collaborative programming. Work requires the exercise of considerable initiative and independent judgment. This class performs related duties as required.

**Arts Classes Assignment:** Responsible for all activities and tasks related to the planning, delivery, and evaluation of arts education classes at Mesa Arts Center, including adult, youth, intergenerational, performing, visual, summer arts camps and other camps, workshops, and demonstrations. This position hires, trains, supervises, and evaluates the Arts Education Specialists, contract teachers, and assistants, and trains/supervises volunteers; develops, manages, and meets all arts class program expenditure and revenue goals; participates in the development of registration policies and procedures; works closely with the Box Office Supervisor to manage the class registration process, solve problems, and be responsible for resolving all customer issues and concerns; works closely with the Marketing and Public Relations staff to appropriately publicize the program and produce class information on the MAC website and in printed materials; works with Event Services staff to generate studios rental revenue; coordinates studio and equipment maintenance, repair, and equipment replacement; and plans and presents educational demonstrations at MAC festivals and community events.

**Arts Engagement Assignment:** Responsible for all activities and tasks related to the planning, delivery, and evaluation of arts engagement programming, and arts education components that supplement Performing Live, Mesa Contemporary Arts (MCA), Event Services, Community Events, other MAC programs, and arts education partnerships in Mesa and the broader community. This position hires, trains, supervises, and evaluates temporary contract staff, and trains/supervises volunteers; manages the planning, delivery, and evaluation of arts engagement programming in collaboration with outside agencies such as Mesa Public Schools (MPS) and partners associated with the Creative Aging program and other MAC programs; develops, manages, and meets all arts engagement program expenditure and revenue goals; works closely with the Marketing and Public Relations staff to appropriately publicize the program; plans and presents educational activities at MAC festivals and community events; and organizes and coordinates matinee audiences as part of the National Geographic Live! series.

**Arts Special Events Assignment:** Responsible for all activities and tasks related to the planning, delivery, and evaluation of festivals and free public events presented by Mesa Arts Center, including the annual Season Kick-off Festival, Día De Los Muertos, and partnership event with ASU EMERGE Futures Festival and the Spark Youth Media Festival. Coordinates with MAC colleagues on participation in City/community events such as Celebration of Freedom, Celebrate Mesa, Merry Main Street, and others. Acts as advisor, and supports operations for, special events produced by other departments of MAC including the annual Volunteer Appreciation and Educator Preview events. This position hires, trains, supervises, and evaluates contract artists and assistants, and trains/supervises volunteers; develops, manages, and meets all festival and special events program expenditure and revenue goals; participates in the development of any application policies and procedures for artists applying to participate in special event programs; works closely with the Box Office Supervisor to

manage any ticket sales or registration processes related to special event, Arts Program Coordinator programming; works closely with the Marketing and Public Relations staff to appropriately publicize festivals and special events and produce event information on the MAC website and in printed materials; works with Operations and Event Services staff to coordinate support, as needed, for festivals and special events, including technical support, set-up and tear-down, and food and beverage services; and coordinates program staff meetings for collaborative planning and implementation of all major special events.

**Distinguishing Features:** An Arts Program Coordinator's work schedule is varied, and evening classes and some weekend events are included as a normal part of the schedule. Supervision is received from the Arts Education Supervisor who reviews work through observation, conferences, and results achieved. This class is FLSA exempt-administrative.

## QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications:** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Education, Arts Administration, Visual or Performing Arts, or a related field. Considerable (3 - 5 years) experience in arts education, museum education, cultural festivals/special events or arts administration.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** None.

## ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates with the general public, other City employees, vendors, instructors, students, directors, actors, designers, volunteers, and representatives of related theatre groups, businesses, and arts organizations in order to plan, organize, schedule, coordinate, and supervise specialized elements of programming and related volunteer services. Answers questions, explains department policies, and handles complaints and problems. Instructs and/or trains contracted artists, teachers and teacher aides, full-time and part-time staff, and volunteers. Prepares program and performance evaluations, and periodic reports. Maintains statistics and any other necessary records to justify and support programs.

**Manual/Physical:** Prepares, repairs, and maintains classroom, studio, and scene shop facilities, tools, and equipment. Coordinates class time schedules, event schedules and subjects for contracted personnel. Performs physical inventories of supplies and equipment related to assigned area(s). Cleans work areas and maintains related equipment. Reviews the work of artists, students, or assistants to

facilitate program development and growth of students involved in arts education programs and activities. Uses equipment and hand tools common to arts programming. Researches and compiles ideas, materials, equipment, and techniques related to arts programs.

**Mental:** Supervises and evaluates the work of staff and contracted instructors. May teach adult and youth classes. Prioritizes and assigns work to subordinate personnel, volunteers, and students; and prioritizes own work. Resolves procedural problems. Coordinates program activities with other City employees and students. Coordinates engagement activities, workshops, and special events with other City employees, the local arts community, schools, businesses, and the general public. Develops and implements interesting and innovative projects and arts engagement programs. Prepares and monitors budgets for arts classes and arts engagement programs. Plans, organizes, and directs public activities at events and the activities of instructional classes in a variety of arts engagement programs, as assigned. Conducts research into program areas. Performs mathematical calculations related to budget/cost per participant.

**Knowledge and Abilities:**

Knowledge of:

arts mediums and disciplines;  
arts education training methods and design;  
planning and organizing instructional programs;  
organizing engaging and impactful arts events;  
other arts engagement programs and organizations; and  
safety policies and practices involved in special events and art studios/activities, including fire codes and proper use and care of facilities and equipment.

Ability to:

understand and respect community standards as related to selection of classes and material;  
understand the community in relation to its arts engagement and education needs;  
establish and maintain effective working relationships with subordinates, coworkers, and others; and  
listen well and communicate effectively with employees and volunteers having varied educational backgrounds and values.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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CS4643.DOCX

EEO-Prof

JOB FCTN-ADM

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE: 50

IND-9063

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 75-200