

## ARTS EDUCATION SPECIALIST

### JOB DESCRIPTION

**Classification Responsibilities:** An Arts Education Specialist is responsible for planning, developing, and instructing a variety of fine art media classes (i.e., design, drawing, jewelry, lapidary, painting, papermaking, photography, pottery, printmaking, sculpture, stained glass, etc.) for youth and adults; providing lead functional supervision for contracted instructors and volunteers; and assisting with coordination of outreach activities and special events. Duties related to class instruction include: providing demonstrations, handouts, lectures, slide presentations, individual instruction, critiques, and safety awareness; researching state-of-the-art techniques to present during classroom settings; making purchases of supplies and equipment related to assigned instructional area(s); providing a high level of customer service; and monitoring expenditures for the budget. Outreach and special events activities may include: coordinating grant-funded progressive workshop series; coordinating a year-long “Artist in Residence” program; coordinating donations for the Empty Bowls and other special events; serving as a liaison with the local art community to provide a venue for craft workshops; and producing artwork for programs and functions sponsored by the Department, such as workshops, demonstrations, and festivals. Other responsibilities involve: maintaining and operating a studio and related equipment; and coordinating and assisting in the selection, training, and evaluation of contracted instructors and volunteers. This class performs related work as required.

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

### QUALIFICATIONS

**Minimum Qualifications Required.** Any combination of training, education and experience equivalent to a Master's Degree in visual arts, fine arts, or a related field. Good (1 - 3 years) experience in visual arts instruction. Teaching experience in a specific medium (by assignment).

**Special Requirements.** None

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** None.

### ESSENTIAL FUNCTIONS

**Communications:** Communicates with the general public, other City employees, other arts education organizations, vendors, representatives of the local arts community, and students in order to plan, organize, and present teaching materials, demonstrations, lectures, and critiques for classes taught, and conduct outreach activities and special events. Instructs youth and adult students in various fine art

media. Prepares lesson plans, curricula, course objectives, handouts, supply orders, grants, and evaluations of contracted instructors and/or volunteers. Makes oral presentations to provide instruction and hands-on demonstrations. Assigns course grades when applicable.

**Manual/Physical:** Prepares, repairs, and maintains classroom and studio facilities, tools, and equipment. Prepares and updates class time schedules, and subjects for contracted personnel. Performs physical inventories of supplies and equipment related to assigned area(s). Cleans work area and maintains related equipment. Reviews the work of students and assistants to ensure compliance with standard operating procedures and safety practices involved in visual arts programs and activities, including use and care of studio and equipment. Distinguishes colors to produce artwork in a specific medium (i.e., pottery/jewelry examples), and create artistic materials for display or demonstration, such as workshops, demonstrations, and festivals. Uses equipment and hand tools common to art media. Researches and compiles ideas, materials, equipment, and techniques related to art media. Works with cleaning fluids and agents, chemicals, paints and similar solutions using normal, routine protective equipment.

**Mental:** Supervises and evaluates the work of contracted instructors and/or volunteers. Prioritizes and assigns work to contracted instructors, volunteers and/or students, and prioritizes own work. Resolves procedural problems. Coordinates class activities with other City employees and students. Coordinates outreach 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 courses. Prepares and researches new or replacement equipment or items for annual budget requests. Performs mathematical calculations related to budget/cost per participant. Plans, organizes, and directs the activities of instructional classes in a variety of art media, as assigned.

**Knowledge and Abilities:**

Knowledge of:

training/instruction methods and design;  
methods to determine and evaluate the needs and interests of the community related to a specific area of visual arts; and  
teaching methods involved in organizing, planning, and instructing visual art classes, processes, and products.

***Drawing and Painting Assignment:***

varied approaches and techniques common to drawing, painting, and water color;  
design elements, perception analysis, color theory, paint application and  
the construction, use, and care of brushes;  
the toxic hazards within some paint products;  
canvas types and paint application; and  
watercolor techniques such as dry brush, wet-on-wet, washes, paint consistency, and paper character.

***Jewelry, Metals and Photography Assignment:***

jewelry making, which includes stone setting, cutting, shaping, forming, and soldering techniques unique to various metals;  
specialized jewelry making techniques, which includes conchos, titanium techniques, overlay, and lost

wax casting;  
lapidary which includes stone cutting and shaping techniques;  
the torch system, proper use and safety considerations;  
saw blade sizes and various frame adjustments;  
roll printing processes and safety precautions; and  
photography, camera operation, and darkroom techniques.

***Pottery Assignment:***

varied techniques used in glaze/clay formulation, hand building, throwing on a potters wheel, and surface decoration;  
materials and techniques used for clay, slips, and glaze preparation;  
raku and primitive firing techniques; and  
kiln types and specific firings.

Ability to:

work patiently and effectively with children and adults in a learning environment;  
keep abreast of new publications, techniques, and texts;  
objectively and tactfully critique students;  
listen well and communicate effectively with students;  
provide a high level of internal and external customer service; and  
work effectively with other staff members, City personnel, the general public and other arts education organizations.

***Drawing and Painting Assignment:***

teach watercolor, oil drawing, airbrush, scrimshaw, and pastel;  
use an airbrush in painting techniques;  
make, paint, and produce related graphics earthwork as requested;  
paint signs, maps, and posters; and  
take photographs for brochures, section displays, and public release purposes.

***Jewelry, Lapidary and Photography Assignment:***

coordinate mechanical, electrical, chemical, and general repair to studio equipment and tools; and  
make tools and repair items as necessary.

***Pottery Assignment:***

operate pottery wheels, electric and gas kilns, slab roller, air brush, compressor, spray booth, clay mixer, pug mill, extruder, ball mill, gram scale respirators, and banding wheels;  
plan and conduct kiln building workshops; and  
coordinate and conduct workshops with guest artists.

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.

Revised 7/15

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EEO-Prof

NDOT SAFETY-Yes

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ART

INCREMENTS 62-200

PAY GRADE: 44

SECURITY-No

CDL-No

IND-9063

SWORN-No