

## ARTS EDUCATION SUPERVISOR

### JOB DESCRIPTION

**Classification Responsibilities:** An Arts Education Supervisor is responsible for coordinating the Mesa Arts Center outreach and education programs; developing innovative collaborative opportunities between Arts Center programs and local/regional community education programs; planning, organizing, coordinating, supervising and administering comprehensive performing (dance, acting, drama, and music) and visual (ceramics, printmaking, jewelry, painting, and others) arts instruction and demonstration classes; and supervising Stageworks (children's theater) activities. Duties include: planning and coordinating the Arts Center's outreach and education programs; supervising existing educational programming at the Arts Center; coordinating all components of the Arts Center's education programs to complement the Arts Center's Performing Live, visual and performing arts, and Mesa Contemporary Arts schedules; and developing regional collaborations with arts and non-arts organizations, groups, and businesses.

The employee is also responsible for coordinating outreach/connections to local educators and organizations, strengthening the Arts Center community; developing, implementing, and analyzing educational assessments and/or evaluation methods for outreach and educational programs; instructing, training, supervising, and/or evaluating full-time employees, part-time staff, contracted instructors, and volunteers; participating in long-range planning and representing the City with a variety of private and governmental agencies, educational institutions, and other arts professionals; serving on committees, boards, and commissions; assisting with special events; and performing related duties as required.

**Distinguishing Features:** An employee in this classification may be required to work evenings, weekends, and holidays. This class is supervised by the Arts Administrator who reviews work through observation, conferences, reports, 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 Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Art Education, Fine Arts, Museum Studies, or a related field. Considerable (3 - 5 years) experience administering educational programs for an arts organization, museum or school, including one year of supervisory experience.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Experience in administering performing and/or visual arts classes and programs and experience teaching.

## 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 subordinates, instructors, students, program participants, representatives of arts groups and organizations, City employees, management, artists, board members, gallery volunteers, management, and the general public in order to plan, organize, develop, implement and evaluate arts programs, answer questions, explain policies and procedures, and handle complaints. Instructs and/or trains subordinates, volunteers, and contracted instructors regarding art programs. Prepares written documents such as program evaluations, contracts, correspondence, policies, and budget analysis. Prepares program and performance evaluations, periodic and special reports, and informational materials.

**Manual/Physical:** Coordinates and monitors the Art Center's co-sponsored programs. Works with other organizations to provide Arts Center control over on-site and off-site educational activities. Designs and fabricates educational activities. Operates a personal computer (PC) to write reports, study guides, educational programs and activities, create educational programs, generate reports, mailing lists, labels, etc. Conducts staff meetings and conferences to coordinate a season of plays with Stagework's Company Manager. Operates a variety of standard office equipment such as a personal computer, calculator, etc., to prepare written reports. Prepares schedules for arts classes (45 - 130 per session). Monitors the work of others to ensure compliance with prescribed operating and safety standards. Meets scheduling and attendance requirements.

**Mental:** Develops and coordinates the outreach and educational programs for the Arts Center. Prioritizes and evaluates the education program activities. Develops and manages the section's budget. Creates and measures educational public relations objectives. Analyzes attendance and revenue figures, service level trends, etc., to prepare written reports regarding educational marketing strategies. Develops volunteer educational programs. Plans and facilitates educational programs, and schedules and coordinates in-house educational marketing efforts to increase public educational awareness. Collaborates in planning the short- and long-term growth of Arts Center outreach and educational programs through regular meetings with the Arts Administrator, Performing Arts Center Administrator, other Arts Center employees, Museum and Cultural Advisory Board, school officials, professionals from other institutions, and volunteer organizations. Collaborates with the Arts Center Development Office in order to seek outside funding for Arts Center outreach and educational programs. Maintains and demonstrates current knowledge in the fields of visual and performing arts education.

Plans, organizes, directs, and evaluates a variety of visual and performing arts activities including: College credit as well as adult and youth community education arts classes. Coordinates, supervises, and evaluates the work of staff, instructors, contracted employees, and volunteers. Prioritizes and assigns work to personnel and prioritizes own work for programming, goal setting, budget preparation, etc. Resolves procedural and other work-related problems, questions regarding policy development, and professional differences by questioning, research, interviewing and analyzing. Coordinates work activities, program functions, and special events with other City departments, other cities and teaching institutions.

Develops and conducts pre- and post-production workshops for appropriate student audiences. Develops program goals and objectives. Assists with development of publicity material relating to all Arts Education Programs. Develops and implements innovative and interesting activities and programs for assigned areas. Develops arts classes, policies and procedures, short- and long-term objectives, and general program direction and priorities. Conducts research, and analyzes data to evaluate program areas and activities to determine if changes are necessary to improve programs and service delivery. Performs mathematical calculations and financial and cost analysis to prepare revenue and expense reports to monitor the budget. Plans, organizes, schedules, directs, coordinates, and supervises Stageworks activities.

Comprehends and makes inferences from arts magazines, journals, texts, equipment manuals, and Occupational Safety and Health Administration. Interacts with a variety of private and governmental agencies, educational institutions, other performing arts professionals, volunteers serving on committee and boards, and occasional volunteers. Learns and comprehends OSHA regulations to expand knowledge and remain current in the art field, as well as to problem-solve and improve program/service delivery. Learns job-related material through on-the-job training regarding arts studio equipment and safety requirements for equipment and art supplies. Makes aesthetic judgments, and discerns between numerous artworks and the work of applicant contracted (or full-time) instructors.

### **Knowledge and Abilities:**

Knowledge of:

relationships of visual and performing arts educational programs within the total Arts Center context;  
methods and practices used in developing and organizing visual and performing arts educational programs and events;  
principles, practices, and procedures used in educational curriculum development;  
evaluation of educational programs;  
methods of effective marketing of educational programs;  
communications with artists, educational institutions, and educators in the area;  
familiarity with general Arts Center operations, policies, and procedures;  
current performing and visual arts education theory and practices;  
planning and organizing educational programs;  
public relations, promotion, and outreach techniques;  
the philosophy and objectives of arts administration;  
development of program objectives and goals;  
the policies and procedures relating to budgeting, staffing, and directing an arts education program;  
training methods;  
community arts education programs and organizations;  
the procedures necessary to determine and evaluate arts education needs and interests in the community;  
the equipment and techniques needed to develop a successful arts education program;  
the safety practices involved in visual arts programming and activities, including the care of facilities and equipment, and;  
college curriculum, standards and practices including all aspects of teaching, registering, enrolling, and providing assessment.

Ability to:

exercise initiative and judgment in the improvement, development, and implementation of educational programs;  
incorporate a variety of areas (visual art, music, creative drama, literature, and movement) into an educational program;  
resolve procedural problems and questions presented by Arts Center employees and volunteers;  
assess and assign priorities to problems and work assignments when confronted with several pressing demands at the same time;  
present information clearly and in an interesting manner to various audiences, both orally and in writing;  
establish and maintain effective working relationships with coworkers, subordinates, management, visitors, educators, members, the media, contracted and volunteer personnel, and the general public;  
represent the Arts Center in the arts and education communities to gain cooperation and trust;  
follow-through with details;  
understand the community in relation to its arts education needs;  
justify and monitor the budget for a given area of responsibility, including keeping related records;  
conduct staff meetings and conferences to coordinate programs and activities;  
develop and implement innovative and interesting activities and programs;  
listen well, and communicate effectively with employees, clients, and audiences, having varying educational backgrounds and values;  
select a season of plays for production; and  
direct some play productions.

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 4/19

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JOB FCTN-ADM

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