



Title: Arts Coordinator

FLSA STATUS: Exempt from overtime under Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Arts & Events Superintendent and the Arts & Events Manager.

Exercises direct supervision over, , seasonal and/or contractual employees.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent.
- **Experience:** Minimum of three years related experience in arts (visual, performing, and/or arts administration or arts history). Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Preference to a Bachelor of Arts in any arts or arts related field.
- Working knowledge of public arts programs and contemporary arts issues.
- Working knowledge of arts education programs and arts integration in curriculum.

JOB SUMMARY

The purpose of this position is to assist in developing, planning, organizing and implementing projects, activities and services promoting the arts. Provides access to a wide variety of arts experiences (exhibits, workshops, festivals, etc.) to the public. Works in a team setting with staff to execute plans that are collaboratively developed to reflect the diversity of the community. Works closely with the Peoria Arts Commission on all aspects of arts decisions for public benefit. Assists in managing the Arts and Culture Master Plan. Manages the public art program as directed through the "Call to Artists" process and oversees the acquisition, maintenance and conservation of the city's art collection. Works collaboratively with the managing tenant at the Peoria Center for the Performing Arts on a variety of programming. Engages artists and arts organizations for a variety of programming and works to promote via the city's social media platforms. Completes special projects as assigned.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Assists in executing key elements of the Arts and Culture Master Plan. Collaborates with staff to identify goals and objectives. Identifies opportunities, funding and logistics for implementation of events, programs and activities. Develops relationships with artists, organizations, and schools.
2	Plans and prioritizes tasks, ensuring policy and procedure compliance, recommending changes and adjustments as needed. Researches, develops and writes materials including guidelines, policies, procedures, project descriptions, calls to artists and other documents as required.
3	Collaborates with the arts team to administer the Arts Grants Program. Assembles qualified grant panelists, guides applicants through the grant application process, manages the scoring of the grants and presents to the Arts Commission.
4	Acquires artwork for the city art collection. Maintains art collection inventory and rotates the collection throughout city buildings on a regular schedule. Works with staff in managing the public art program through the "Call to Artists" process and ensures all maintenance and repairs are scheduled and executed appropriately.
5	Develops and implements promotional and educational strategies that educate the public and encourages public awareness and participation in arts opportunities in the city.



City of Peoria

HUMAN RESOURCES

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	Outdoors	X	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.		Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer, printer and related software, vehicle, audio-visual equipment.

PROTECTIVE EQUIPMENT REQUIRED:

None required.