

## Middletown, CT Job Description

<b>Classification Title</b>	Arts and Culture Coordinator
<b>Job Code</b>	
<b>Department</b>	Mayor's Office
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	

### PURPOSE OF POSITION

The purpose of this position is to plan, develop and administer a multipurpose municipal arts and culture program to promote awareness and appreciation of the arts, to provide creative planning and development of program and services for the community. The work is performed under the direction of the Mayor.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Plans, develops and administers arts/cultural programs and opportunities; ~~develops and administers events and projects to promote the arts, which includes Kids Art summer arts enrichment programs, Summer Sounds concert series, Fireworks Festival, Holiday on Main Street and Open Air Market.~~
- Assists and provides services to civic, cultural, business and community organizations in the development and presentation of arts and cultural programs and in developing community awareness and participation in the arts. Serves as liaison to Schools, Cultural Council, Chamber of Commerce and other community groups.
- ~~Administers approved budget; initiates fundraising activities to offset program costs; monitors arts and governmental publications to seek funding support; administers grants and prepares related reports; assists Commissioners with budget analysis. Operates City's accounting system to generate requisitions, purchase orders and invoices. Creates and maintains annual budget. Advocates for budgetary amendments to accommodate changing arts environment.~~
- ~~Prepares regular narrative and statistical reports; drafts preliminary agreements and contracts for services for approval by City Attorney. Prepares informational booklets, release forms, brochures and other materials to promote the arts. Performs grant processing, which includes writing and awarding grants. Verifies compliance with contract terms. Coordinates with Commissioners to determine awards.~~

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- Oversees the work of clerical staff, temporary and seasonal employees;  
eCcoordinates activities with other City departments, other communities, state and local agencies, etc.
- Serves as marketing resource for other City Departments in support of community-based programs.
- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

Bachelor's degree in Arts Administration, or demonstrated related arts administration experience.

~~Fine Arts, Art History or a closely related field with one year of related experience in arts program administration or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

Appropriate education substitutions can be made.

#### Other

- Position requires possession of a valid Connecticut driver's license.

### PREFERRED QUALIFICATIONS

Local arts organization knowledge.

### KNOWLEDGE, SKILLS, and ABILITIES

- ~~• Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.~~
- ~~• Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.~~
- ~~• Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as financial statements, budgets, grants, reports,~~

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~~proposals, applications, contracts, calendars, press releases, brochures, records, manuals, ordinances, procedures and non-routine correspondence.~~

- ~~Requires the a~~Ability to communicate orally and in writing with the Mayor, Department Heads/Directors, business/community groups, arts administrators, artists/performers, consultants, the media and the public.
- ~~Requires the a~~Ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.
- Knowledge of arts administration functions
- Ability to record/edit music and voiceovers for promotion of local artist/events
- Knowledge of budgetary constraints/opportunities
- Ability to arrange schedules for a large group
- Ability to write contracts that meet legal and risk requirements
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in training, orienting, and managing personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Mmeet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Aadapt to changes in work situations and priorities

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- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks.~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

### WORKING CONDITIONS

*The working conditions 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.*

- ~~Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

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Position requires stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling and lifting.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	02/23/15
<b>Dates revised</b>	