



City of North Charleston

Vacancy Notice

Position: Arts Coordinator
Department: Cultural Arts
Pay Grade: 108 (\$38,791 - \$58,187)

GENERAL STATEMENT OF POSITION

Under occasional supervision, assists in planning, coordinating, promoting, and supervising the programs, activities, and events of the Cultural Arts Department. Performs related administrative and supervisory work as required. Reports to the Director of Cultural Arts. **Full job description attached.*

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a Bachelor's degree in the cultural arts, arts administration, public or business administration, public relations, marketing or other relevant field, supplemented by two to three years of experience in arts programming and administration, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license.

Posted: 05/28/2021

Deadline: **Until Filled**

Janie E. King, SHRM-SCP, IPMA-SCP
Director – Human Resources

CITY OF NORTH CHARLESTON, SOUTH CAROLINA
JOB DESCRIPTION, JULY 2015

**JOB TITLE: ARTS COORDINATOR
CULTURAL ARTS DEPARTMENT**

GENERAL STATEMENT OF JOB

Under occasional supervision, assists in planning, coordinating, promoting and supervising the programs, activities and events of the Cultural Arts Department. Performs related administrative and supervisory work as required. Reports to the Director of Cultural Arts.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists the Director of Cultural Arts in planning, coordinating, promoting and supervising the programs, activities and events of the department. Implements the department's multi-disciplinary programs, activities and events tailored to reach the City's youth, senior citizens, low-income residents, youth at risk, and other target populations through on-going programs and special events.

Supervises the work of subordinate staff. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; assisting with the selection of new employees; acting on employee problems, and recommending employee discipline and discharge.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.

Assists in developing a comprehensive, multi-disciplinary arts program for the City of North Charleston.

Recruits, contracts and books, supervises performing artists for cultural arts programs and events.

Seeks community involvement in department activities through the recruitment of volunteers and sponsors.

Locates and recruits vendors for programs and events.

Promotes all department programs and events; designs and creates fliers and brochures used to promote programs and events; develops programs and updates annual school resource booklet listing programs and performers; maintains cultural arts information on the City's web page and newsletter.

Assists in coordinating department activities and programs with other City divisions, departments, government agencies, committees, community / civic / special interest organizations, etc., as appropriate.

Receives and responds to public / participant inquiries, concerns and complaints.

Keeps abreast of pertinent trends and issues in arts programming by reading professional publications and attending conferences, workshops, meetings, etc. for planning purposes.

Receives and reviews various records and reports including demographic information, arts resources, planning documents, press releases, news articles, strategic plans, project check sheets, etc. Initiates information for related press, web and print promotional materials.

ARTS COORDINATOR

Prepares a variety of documents, including but not limited to publicity materials, check sheets, calendars of events, various other records, reports, memos and correspondence.

Refers to policy and procedure manuals, computer manuals, safety manual, equipment manuals, strategic plans, etc.

Operates a vehicle and a variety of equipment such as a computer, printer, typewriter, calculator, copier, fax machine, telephone, etc.

Uses computer and clerical supplies.

Interacts and communicates with various groups and individuals such as the immediate supervisor, other department personnel, subordinates, City Council members, other government agencies, other arts organizations, committee and task force members, civic / community organizations, volunteers, sponsors, vendors, news media, performers / artists, and the general public.

Reviews, evaluates, and responds to information gleaned from participation surveys, artist surveys, and community liaison surveys for related programs.

Serves as department liaison to related school and community/civic organizations.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed and employees are properly trained.

ADDITIONAL JOB FUNCTIONS

Performs general administrative / clerical duties as required, including preparing reports and correspondence, copying and filing documents, sending and receiving faxes, answering the telephone, entering and retrieving computer data, establishing and maintaining files, attending meetings, etc.

Assists in setting up for arts programs and events and other department/City programs/services as needed.

Provides training and assistance to staff in the use of computers and computer programs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

Maintains related records.

Coordinates department activities and programs with other City departments, government agencies, committees, community/civic/special interest organizations as appropriate.

Performs related duties as required.

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MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in the cultural arts, arts administration, public or business administration, public relations, marketing or other relevant field, supplemented by two to three years of experience in arts programming and administration, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving assignments and/or direction from supervisor.

Language Ability: Requires ability to read a variety of policy and procedure manuals, safety and equipment manuals, schedules, etc. Requires the ability to prepare reports, records, correspondence, schedules, publicity materials, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Requires the ability to apply influence systems in staff supervision; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with persons of various ages, educational and cultural backgrounds.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion. Must be able to use practical applications of statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, tools, etc. Must have moderate levels of eye/hand/foot coordination.

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Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Cultural Arts Department as they pertain to the performance of duties of the Assistant Arts Coordinator. Has thorough knowledge of the organization of the Department and of related departments and agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas of arts programming and event planning, public relations, marketing, community relations. Is able to help ensure department compliance with all laws and regulations and control the activities of the department through effective supervision. Knows how to apply supervisory concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Has the ability to offer training and assistance to subordinates, volunteers, co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to prepare required reports with accuracy and in a timely manner. Has knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Is able to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers. Has thorough knowledge of proper English usage, vocabulary, spelling and basic mathematics. Has knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for word processing and records management. Has knowledge of applicable occupational hazards and safety precautions. Knows how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

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Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls

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manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.