

**City of San Jose
ARTS ASSISTANT (6317) (P/T)**

CLASS PURPOSE

Under immediate supervision, performs work of routine difficulty supporting the Office of Cultural affairs personnel in the coordination and production of arts exhibitions, cultural programs and events. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Assists Office of Cultural Affairs personnel in the planning, preparation and production of arts related exhibitions and cultural events.
- Receives and reviews applications for Fine Arts grants, festival, parade and celebration grants for conformity within established guidelines.
- Answers written and oral inquiries concerning application request, submittals, slide/film returns. Prepares memos and letters.
- Maintains and updates records and materials in an orderly fashion, including the Artist Registry.
- Maintains and updates an inventory of City-owned public works of art and commemorative plaques, statues and monuments.
- Operates a variety of standard office machines and equipment including computer equipment.
- May be assigned to special projects or programs.

DISTINGUISHING CHARACTERISTICS

Incumbents of this class function in a support capacity to the Office of Cultural Affairs personnel. Incumbents work closely with supervisor on assigned projects. Work is performed according to established procedures. As employees become familiar with procedures, they may work with more independence.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

- Knowledge of basic English, spelling, grammar and punctuation.
- Knowledge of basic arithmetic.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with co-workers and the public.

Competency Knowledge, Skills and Abilities

- Knowledge of the City's structure and procedures as they relate to the Office of Cultural Affairs projects and programs.
- Ability to use data processing applications.
- Ability to assist other employees in cultural arts activities.

Training and Experience

Any combination of training and experience equivalent to successful completion of high school.

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