

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: SENIOR ARTS PROGRAMS COORDINATOR (6313)**

<b>CLASS CODE:</b> 6313		
<b>DEPARTMENT:</b> Varies	<b>ACCOUNTABLE TO:</b> Section Manager, CAE	<b>FLSA STATUS:</b> Exempt

**CLASS SUMMARY:**

Performs work of considerable difficulty planning, administering and evaluating aspecific arts programs, such as the Art in Public Places, Arts Education, Arts Grant and/or Community Arts Development Program. Incumbents of this class are responsible for the development, implementation and evaluation of specific arts programs in keeping with the City’s Cultural Arts guidelines and objectives. Incumbents work closely with artists, arts organizations, educators, community leaders and City officials. May lead or supervise Arts Programs Coordinators and other related staff or perform as an individual contributor.

**DISTINGUISHING CHARACTERISTICS:** Senior Arts Programs Coordinator differs from Arts Programs Coordinator in that this level manages multiple arts programs that are the most difficult and complex. Incumbents in this classification may supervise Arts Programs Coordinators and other related staff. Incumbents may also perform extensive local travel and work evenings and weekends. Senior Arts Programs Coordinators report to and receive direction from the Section Manager, CAE. Senior Arts Programs Coordinator differs from Section Manager, CAE in that the latter performs work of considerable difficulty in planning, developing and directing management of the City’s cultural programs.

**QUALIFICATIONS**(These qualifications are typically required. An equivalent combination of education experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

**Education and Experience:**

Any combination of training and experience equivalent to a Bachelor’s Degree from an accredited college or university, and four (4) years of responsible experience related to the applicable program.

**Minimum Knowledge, Skills and Abilities (position requirements at entry and depending on area of assignment):**

- Knowledge of principles and practices of non-profit arts management.
- Knowledge of principles and practices of grants administration.
- Knowledge of principles and practices of arts education delivery and management.
- Knowledge of management techniques, contract negotiations and negotiations of other agreements.
- Knowledge of budgetary principles and practices.
- Ability to coordinate and manage multiple projects.
- Ability to supervise others effectively.

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: SENIOR ARTS PROGRAMS COORDINATOR (6313)**

- Ability to communicate effectively both orally and in writing, with diverse groups of people.
- Knowledge of the field of public art or construction management, including artists working in the public realm and contemporary trends and practices in the field (if assigned to Art in Public Places).
- Knowledge of integration of the public art component into the underlying capital project (if assigned to Art in Public Places).

**Desirable Qualifications (likely to contribute to more successful job performance; can often be learned on the job):**

- Knowledge of the City's structure and procedures as they relate to the City's arts goals and policies.
- Ability to develop a variety of resources through fundraising, grants, and various other activities in providing broad base program support.
- Ability to establish City and community support for meeting the goals and objectives of an arts program.
- Ability to prepare detailed reports and financial statements.
- Ability to develop budgets. Ability to give oral presentations.
- Ability to prepare detailed reports and financial statements.
- Ability to develop budgets.
- Ability to work both independently and as part of a team, including team leadership skills.

<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> Duties may include, but are not limited to, the following:	<b>FRE-QUENCY</b>
1. 1.	Plans, coordinates and participates in the goals and objectives set forth in the City's arts programs by providing a wide range of assistance to artists, art groups, political leaders, educators and the community for a specific arts program.	Daily
2.	Plans, manages and evaluates specific arts programs and their effectiveness.	Daily
3.	Develops public information programs to promote, market and support art programs, projects and activities.	Monthly
4.	Supervises staff and/or a large number of contract staff on a program or project basis to meet specific arts program goals.	Daily
5. 3.	Coordinates City staff in the implementation of art and capital improvement projects.	Daily
6.	Develops and prepares contracts for arts programs and/or artists monitors performance of contractors.	Weekly

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: SENIOR ARTS PROGRAMS COORDINATOR (6313)**

7. 5.	Forecasts need for non-City funding to support future arts programs related to a specific program responsibility, identifies funding sources and develops proposals to secure funding.	Monthly
8.	Performs necessary research, assesses needs, and develops and recommends policies and programs to the Section Manager, CAE related to specific arts programs.	Monthly
9.	Prepares program budgets and monitors program expenditures. Responsible for record keeping and the preparation of cost summaries/reports.	Monthly
10. 8.	Prepares RFQ/P and disseminates this information to artists and other art providers on a regional and national basis.	As required
11. 10	Leads and provides staff support to a program committee of the Arts Commission and to special advisory panels, grant review panels and committees.	As required
12.	May prepare grant application information and forms and disseminate this information to arts groups and other arts providers on a local basis.	As required
13. 12	May administer the City's arts grant process for organizations, projects and activities in a specific arts program area, and prepare funding recommendations for the Arts Commission.	As required
14. 13	May plan and negotiate with artists and facilities managers to secure adequate space for rehearsals, instruction, performance and exhibition by artists and art groups.	Weekly
15. 14	Performs other duties of a similar nature or level.	As required

**PHYSICAL REQUIREMENTS**

	Climbing		Kneeling		Crawling
	Balancing	X	Lifting	X	Reaching
X	Stooping	X	Fingering	X	Standing
X	Talking	X	Grasping	X	Walking
X	Hearing		Feeling	X	Pushing
	Crouching				

*Light Work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: SENIOR ARTS PROGRAMS COORDINATOR (6313)**

and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**CLASSIFICATION HISTORY:**

Revised 11/03; s001  
(Formerly titled Arts Program Officer)