

CITY OF TEMPE

Temporary Employment Opportunity



Community Services Department – Community Arts | 3340 S. Rural Road | 480-350-5287 | tempe.gov/CommunityArts

Community Arts Program Assistant

- Closing Date:** First review of applications November 25, 2024
- Hourly Wage:** \$18.55 per hour
- Work Schedule:** 15 hours per week: Monday, Wednesday, and/or Friday mornings/ afternoons. Evening or weekend hours required for events as needed.

This is a Temporary Non-Benefitted position

The City of Tempe's Community Arts programming strengthens relationships and builds connections within the arts, community and city. Classes, school programs, arts grants and special events create opportunities to meaningfully experience and engage in arts and culture. Programming occurs in diverse locations around the city, and shares the voices, perspectives and experiences of the Tempe community.

The Community Arts Program Assistant prepares arts materials, inventories supplies, completes runner duties, sets up and tears down for events, and guides participants/students/artists through various arts-related activities. This role requires skillful customer service and attention to detail. This work is in-person and based at the Edna Vihel Arts Center with some work occurring in neighborhood parks and other locations throughout Tempe. Those with experience or interest in music, dance or theater are encouraged to apply.

Experience & Training:

- Requires a driver's license.
- Related professional experience and/or completed course work in the performing arts, production, sound engineering or communication. Associate degree preferred but not required.

Essential Job Functions:

- Provide courteous customer service to participants by answering questions related to the Community Arts programming during events
- Assist with event set-up and take down
- Assist with loading and packing supplies and equipment for a variety of events
- Greet community members and lead participants through hands-on arts activities at events
- Assist in maintaining, transporting and setting up sound/light equipment for events
- Assist in guiding participants, students and artists for various programs
- Prepare art materials for programs; maintain, clean and inventory supplies and reset in-between programs
- Perform runner duties including driving City vehicles to retrieve orders and deliver marketing materials
- Basic computer skills needed to document and organize program data and procedures
- Ability to work on concurrent projects and demonstrate effective time management, problem solving and organization skills. Initiative and self-starter aptitudes are essential.

- Must be able to: reach, bend, stoop and lift up to 70 pounds; communicate clearly and effectively verbally and in writing, communicate with other facility staff to ensure coordinated execution; work in a standing and/or sitting position for up to eight hours; work in a fast-paced environment; follow directions and ask questions for clarification when needed.
- Perform other duties as assigned.

Applicant Requirements:

Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

How to Apply:

Interested applicants should send a cover letter, resume, and application via email to artsculture@tempe.gov

Equal Employment Opportunity:

The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The city does not discriminate based on race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the city will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.



Temporary Employment Application

Community Services | Arts & Culture Division | www.tempe.gov/ARTS

Last Name:		First Name:		MI:
Street Address:			City, State, Zip	
Phone Number:		E-Mail Address:		

Position(s) applying for _____

Do you possess a valid Driver's License (may be required for certain positions)? Yes No

Your age group is? 15-17 years 18-20 years 21 years+

Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? Yes No

Have you ever worked for the City of Tempe? Yes No

If yes, from _____ (mm/yy) to _____ (mm/yy)

Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee? Yes No If yes, please indicate his/her name, position, and relationship to you:

To assist us with verifying previous work experience and /or education, please list other names you have gone by:

Are you a veteran? Yes No

NOTE: If you are claiming Civil Service Preference for Veterans under ARS 38-492, you must submit a copy of your DD214 (Member-2 or 4) at the time you are invited to a testing process.

Dates available: From _____ To _____

Please specify times you are available to work on the chart below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you obtained a high school diploma or a high school equivalent certification? Yes No

If no, please indicate your highest grade level completed _____

Education from an accredited College/University:

College:	Major:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Certification or Registration (CPR, First Aid, Adv. Lifesaving, Lifeguard Training, W.S.I etc.)

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

Special training *that relates to this position*:

List computer software program(s) with which you are proficient in operating *that relate to this position*:

Language Proficiency (other than English):

Language:	Speak:	Read:	Write:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours Per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours Per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience: _____

Address: _____ Phone: _____

Job Title: _____ Employees Supervised: _____

Supervisor (Name/Title/Phone): _____

Employment Dates (mm/yy): _____

Hours Per Week: _____ Wage: \$ _____ per _____

Work Performed: _____

Reason for Leaving: _____

Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

Yes No *If Yes, please explain:*

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.		
<p>I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.</p>		
Print Applicant's Name	Applicant Signature	Date

<u>FOR ADMINISTRATIVE USE ONLY</u>	
Job Code: _____	Cost Center: _____
Title: _____	Hourly Wage: _____
Supervisor: _____	Weekly Hours: _____