



City of Tempe

ARTS AND CULTURE SPECIALIST

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	204	<i>Department:</i>	Community Services
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Library Specialist II+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general supervision from Arts and Culture Division supervisory and management staff.
Exercises functional supervision over technical, clerical, contract, and volunteer Arts and Culture staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	<p><u>When assigned to Community Arts Learning:</u></p> <p>Two (2) years of experience in administrating arts learning programming and/or related arts programs in community or public settings.</p> <p><u>When assigned to Community Arts Events:</u></p> <p>Two (2) years of experience in administrating arts events and/or related arts programs in community or public settings.</p> <p><u>When assigned to Grant Writer:</u></p> <p>Two (2) years of experience in formal grant writing or proposal writing. Experience with grant writing software preferred.</p> <p><u>When assigned to Public Art:</u></p> <p>Two (2) years of experience in administering or assisting in the implementation of visual arts programs and/or in the organization and management of arts programs. Experience in a public setting preferred.</p> <p><u>When assigned to TCA Events:</u></p> <p>Two (2) years of experience in planning and delivery of performing arts and/or special events.</p>

	<p><u>When assigned to TCA Experience Team:</u></p> <p>Two (2) years of experience in box office supervision, customer services strategies, ticket sales and/or retail sales. Experience utilizing computerized ticketing systems is preferred.</p> <p><u>When assigned to TCA Production:</u></p> <p>Two (2) years of experience in technical theater production in a performing arts facility with concentration in theatrical audio and/or theatrical lighting.</p> <p><u>When assigned to TCA Venue Rentals:</u></p> <p>Two (2) years of experience in a performing arts or special events setting. Experience with event scheduling, spreadsheet or database software preferred.</p> <p><u>When assigned to Tempe History Museum:</u></p> <p>Two (2) years of experience in assisting the coordination and implementation of museum and/or historic house public or educational programs.</p>
<p>Education:</p>	<p><u>When assigned to Community Arts Learning:</u></p> <p>Equivalent to an associate degree from an accredited college or university with major course work in visual arts, fine arts, arts education, arts administration, arts history, community engaged practice, or a degree related to the core functions of this position.</p> <p><u>When assigned to Community Arts Events:</u></p> <p>Equivalent to an associate degree from an accredited college or university with major course work in performing arts, fine arts, arts education, arts administration, community engaged practice, or a degree related to the core functions of this position.</p> <p><u>When assigned to Grant Writer:</u></p> <p>Equivalent to an associate degree from an accredited college or university with major coursework in technical writing, communications, journalism, creative writing, marketing, public administration, arts administration, non-profit administration, museum studies, or degree related to the core functions of this position.</p> <p><u>When assigned to Public Art:</u></p>

	<p>Equivalent to an associate degree from an accredited college or university with major work in arts administration, visual arts, design, or degree related to the core functions of this position.</p> <p><u>When assigned to TCA Events:</u></p> <p>Equivalent to an associate degree from an accredited college or university with major course work in performing arts, arts management, event management, or degree related to the core functions of this position.</p> <p><u>When assigned to TCA Experience Team:</u></p> <p>Equivalent to an associate degree from an accredited college or university with major course work in arts management, business, humanities or degree related to the core functions of this position.</p> <p><u>When assigned to TCA Production:</u></p> <p>Equivalent to an associate degree from an accredited college, university, or conservatory with major course work in theater, theatrical audio, theatrical lighting, technical direction or degree related to the core functions of this position.</p> <p><u>When assigned to TCA Venue Rentals:</u></p> <p>Equivalent to an associate degree from an accredited college or university with major course work in arts management, business, humanities or degree related to the core functions of this position.</p> <p><u>When assigned to Tempe History Museum:</u></p> <p>Equivalent to an associate degree from an accredited college or university with major course work in museum studies, history, humanities, education or degree related to the core functions of this position.</p>
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ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To perform a variety of administrative support duties in the administration and implementation and operation of the city’s Arts & Culture Division programs, services and facilities.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Participate in assessing the needs and desires of the community as they relate to the programs, services and facilities of the Arts & Culture Division.
- Participate in the preparation of program marketing materials, including news releases, flyers and brochures.
- Respond to inquiries from the public regarding programs, services and facilities of the Arts & Culture Division.
- Participate in the process to recruit, hire, train, schedule, oversee and evaluate staff and volunteers associated with the delivery of programs and services and the operation of facilities of the Arts & Culture Division.
- Perform related duties as assigned.

When assigned to Community Arts Events:

- Coordinate and facilitate community arts outbound events in diverse locations including, but not limited to, city facilities, neighborhood parks and schools;
- Participate in the organization and implementation of community driven initiatives and neighborhood activations with a focus on performing arts;
- Participate in managing performing art contracts with artists, teachers and local arts groups;
- Support and host outbound events and community meetings; assist in training and supporting event staff and volunteers;
- Prepare and monitor marketing related to community arts events including, but not limited to, webpages, social media, calendars, printed materials and electronic media.

When assigned to Community Arts Learning:

- Coordinate and facilitate community arts learning programs at Edna Vihel Arts Center and satellite locations;
- Participate in the organization and implementation of classes, workshops and initiatives with a focus on visual arts;
- Train and support Edna Arts visitor services staff, instructors and volunteers;
- Schedule revenue-generating activities, maintaining records and managing supplies;
- Prepare and monitor marketing related to community arts learning including, but not limited to, webpages, social media, calendars, printed materials and the brochure.

When assigned to Grant Writer:

- Assemble, compose and submit grant requests, including proposals, letters, budgets, expense reports, presentations, bios, and season play lists.
- Maintain grant calendar to ensure timely submission deadlines.
- Liaise with the Arts + Culture Division staff and other departments in the collection of program information needed for grant proposals and reports.
- Research and identify prospective funding sources.

- Set appointments for Institutional Advancement Administrator with established partners and other prospects; arranging for meeting locations, onsite tours and site visits; attend meetings and takes notes when necessary.
- Maintain current records in database and paper files; respond to donor, supervisor, and staff requests.

When assigned to Public Art:

- Work with the City of Tempe Public Art and Art in Private Development Programs.
- Participate in the process for selecting artists for commissioned projects including writing and distributing Requests for Qualifications/Requests for Proposals and assisting with selection panels and public presentations of proposals.
- Develop contracts with artists for the purchase of artwork and commissioning of public art.
- Assist and respond to other city departments through the design development and review process of projects which include a public art element.
- Monitor on-site art installations and execute routine site visits.
- Maintain service contracts for the maintenance and conservation of public art owned by the city.
- Participate in the planning and implementation of public art initiatives including artist workshops, community meetings related to public art programs, and related outreach events.
- Prepare and monitor marketing related to the Public Art Program including but not limited to webpages, social media, calendars, printed materials and electronic media.
- Budget tracking and program planning
- Review and process applications for state and/or regional grants related to public art.

When assigned to TCA Event:

- Participate in the operational event planning and delivery of business, social, and arts events.
- Administer estimates and contracts; organizes logistics and schedules; liaise with rental clients, partners, and artists to plan, implement and evaluate events; maintains records associated with assigned events.
- May assist with recommending, contracting, or monitoring the work of artists and arts workers when assigned.
- Communicates cross-departmentally and conducts post-event evaluations for all assigned events.
- Collaborate with house management, box office, food and beverage, venue rentals, marketing, production, and related teams to ensure effective integration of functions for assigned events. Acts as on-site event lead for assigned events.

When assigned to TCA Experience Team:

- Play a key role in the administrative and customer care needs of the TCA Experience Team and serve as the Experience Team functional supervisor for on-site events.

- Develop and maintain exceptional customer care practices and train the Experience Tea in those practices.
- Establish motivational strategies to increase ticket and membership sales and support overall sale strategies.
- Oversee the daily operation of the TCA box office, including supervision of ticket and membership sales, cash management, box office settlements, and budget preparation and analysis.
- Operate all aspects of the TCA's ticketing database, including set-up and input of event and season data to enable effective sales, data collection, analysis and reporting.

When assigned to TCA Production:

- Assist Production Coordinator with production needs of all events in the Tempe Center for the Arts.
- Oversee use of equipment within TCA and serve as site manager during events.
- Advise on and execute audio and/or lighting needs for events.
- Ensure operational readiness of all audio and/or lighting equipment.
- Perform and coordinate regular maintenance and safety inspections of equipment.
- Prepare reports including, but not limited to, event evaluations, industrial injury summaries and incident reports.
- Assist Arts Coordinator in maintaining production records including, but not limited to, equipment inventory, equipment manuals and documents, warranty information, maintenance and repair logs, equipment rental agreements, service contracts and personnel event records.
- Load and unloads scenery, audio and light equipment, program boxes, trusses, chairs, etc. from/to the stage, trucks and dollies.
- Perform minor building repairs.

When assigned to TCA Venue Rentals:

- Participates in the sales and booking of performance and special event rentals for the Arts and Culture Division.
- Participates in day-to-day operations of the Business Development office: inquiries, schedule and conduct sales site visits and issue contracts, accept and track payments, and with clients post event.
- Maintains the calendars for the division. Identify potential calendar issues, staffing needs, and other considerations for multi-day/multi-use venues.
- Act as subject matter expert on booking software for the Division. Track and manage data, contributes data analysis for TCA and the Division for data-driven decision-making, provide usage reporting to TCA General Manager, and manage and disseminate revenue projections.
- Assists the Business Development Coordinator in developing outbound solicitation via data analysis and reporting.
- Work with division-wide staff to produce events.

When assigned to Tempe History Museum:

- Participate in the organization, scheduling and implementation of informal and formal educational tours, workshops, and camps.
- Plans, coordinated and implements public programs at Tempe History Museum and off-site locations, including historic houses.
- Participate in arts and culture education initiatives and collaborations with schools, school districts, out-of-school groups, arts and culture organizations, community groups, universities, colleges and arts, history and social studies educators.
- Support the implementation of revenue-generating activities.
- Recruiting, training, scheduling and overseeing the work of docents and volunteers.
- Implements festivals, events and activities and assists with Visitor Services duties when needed.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective October 1994

Revised and title change March 30, 2006

Revised August 2006 (add'l duties and qualifications)

Revised March 2007 (add'l assignments)

Revised September 2017 (update when assigned to Arts Engagement & Grant Writer min quals/job duties)

Revised December 2018 (added when assigned to TCA event management min quals and job duties)

Revised August 2021 (updated job title, MQ's and when assigned to sections)

Revised February 2022 (updated when assigned to TCA Experience Team min quals/job duties)

Revised October 2022 (updated from TCA Business Strategy to TCA Venue Rentals)

Revised July 2023 (updated when assigned to TCA event min quals and job duties)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Arts & Culture Specialist

Job Code: 204

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*			X	
Electrical*		X		
Power Tools*		X		
Hand Tools*		X		
Personal Protective Equipment*		X		
Computer Software				X
Fumes		X		
Chemicals		X		

ENVIRONMENT				
Indoors				X
Outdoors		X		
Working in or around water				X
Extreme Heat		X		
Extreme Cold		X		
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights			X	
Sewage Exposure	X			
Bodily Fluid Exposure	X			

ENDURANCE				
Sit			X	
Stationary / Stand			X	
Traverse / Move			X	

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)	X	
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Neck Range of Motion	X	
Climb Stairs / Ladders	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
<ul style="list-style-type: none"> - Experience Team assignment: Lift max is 50 lbs; No Carry, Push, or Pull required. - Arts Engagement assignment: Lift & Carry max is 50 lbs; Push and Pull max is 50 lbs. - Production assignment: Lift, Carry, Push, and Pull max is 100 lbs. - May require working extended hours. - May work alone for extended periods of time.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**