

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PUBLIC ART PROGRAM ADMINISTRATOR - 1769

DEFINITION:

Under direction, to plan and direct the City's Public Art Program; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Develops and implements a City-wide Public Art Master Plan;
- Plans, coordinates, and administers all phases of a wide variety of public art projects;
- Provides research, analysis, and direction in the development of special initiatives, including the implementation of feasibility studies, and recommendations of policies and procedures, budgets, marketing strategies, and evaluation processes;
- Develops program policies, objectives, standards, and procedures;
- Coordinates with other departments in determining artist involvement and other public art components for capital improvement projects;
- Develops and implements technical assistance and capacity building programs;
- Assists in the planning and coordination of community convenings and other outreach activities as required to advance cultural tourism, diversity initiatives, and public art projects;
- Provides administrative support to a public art advisory committee and the Commission for Arts and Culture;
- Collaborates with business, nonprofits, associations, artists, contractors, volunteers, and members of the public;
- Prepares and administers a program budget;
- Prepares and reviews various reports and grant applications;
- Oversees the maintenance of the City's art collection;
- Acts as an ambassador for arts and culture;
- Makes presentations before community and professional groups.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter) in Art History, Visual/Performing Arts, Arts Administration, Business Administration, Non-Profit Management, or a closely related field; **AND** four years of full-

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

time professional experience in the development and implementation of an arts and culture program. Possession of a valid California Class C Driver's License.