

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ARTS MANAGEMENT ASSOCIATE - 1212

DEFINITION:

Under direction, at the journey-level, to perform a variety of public art administration work associated with performing arts center management, public art project management, and arts and culture funding program management; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Drafts funding proposals or requests for proposals;
- Conducts studies and analyzes data as needed to assist with the development of policies, procedures, and programs;
- Responds to and resolves customer concerns;
- Plans and coordinates special events and performs a variety of arts administration and project management duties;
- Coordinates community participation and visual/performing artist selection processes;
- Prepares and negotiates contracts with visual/performing artists;
- Oversees the design, fabrication, and installation of commissioned artwork;
- Serves as liaison with visual/performing artists, architects, engineers, City departments, and community groups;
- Oversees collections management activities, including the maintenance of City-owned artwork;
- Performs public art project management activities;
- Performs research, analysis, and database management;
- Drafts press releases and public service announcements;
- Processes incoming applications or project proposals for panel review;
- Analyzes data and drafts management reports;
- Makes public presentations and prepares informational materials regarding programs;
- Prepares, tracks, and analyzes budgets;
- Coordinates with other City departments to determine artist involvement and other public art components for capital improvement projects;
- Coordinates the arts and culture grant process;
- Provides technical assistance to arts and culture grant applicants;
- Responds to and resolves community concerns regarding art and design issues;
- Performs contract management for arts and culture services;
- Performs contract award management for arts and culture grants and financial assistance agreements;
- Plans, prepares, implements, and evaluates arts and culture programs, projects, and policies;
- Makes public presentations and prepares informational materials regarding programs;

* **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.

- Performs other related public art administration duties as assigned.

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 in Arts History, Visual/Performing Arts, Arts Administration, Business Administration, Nonprofit Management, or a closely related field, **AND** one of the following: two years of full-time experience in the development and implementation of an arts and culture program, **OR** two years of professional-level budget and/or administrative experience which must include one or both of the following as primary duties: preparing, tracking, and analyzing budget requests and/or conducting administrative studies, including research and analyses of data and determining appropriate courses of action; **OR** Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** two years of full-time experience in the development and implementation of an arts and culture program.