

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ARTS MANAGEMENT ASSISTANT - 1211

DEFINITION:

Under general supervision, to perform public art administration work of limited scope and average difficulty; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists in planning and coordinating press conferences and staged events;
- Co-facilitates technical assistance workshops;
- Completes committee assignments;
- Plans and coordinates technical logistics for meetings, workshops, and other special events;
- Provides group and individual assistance related to arts and culture programs;
- Maintains computer databases and basic desktop publishing;
- Conducts research using a variety of print and electronic resources;
- Assists with collections management activities;
- Assists with public art project management activities;
- Assists with and prepares budgets and grant proposals;
- Drafts press releases and public service announcements;
- Processes incoming applications or project proposals for panel review;
- Analyzes data and draft management reports;
- Makes public presentations and prepares informational materials regarding programs;
- Prepares, tracks, and analyzes budgets;
- 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 year of professional full-time experience in the development, implementation, and/or administration of an arts and culture, public art, and/or visual arts program, **OR** one year of professional level budget and/or administrative experience that includes 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

- * 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.**

action; **OR** Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** one year of professional full-time experience in the development, implementation, and/or administration of an arts and culture, public art, and/or visual arts program.