



The City Beautiful

City of Coral Gables Job Description

Job Title: Arts & Culture Specialist
Department: Development
Classification: 0043
Pay Grade: 20C
FLSA: Non-Exempt

Prepared Date: 8/08
Approved By: Catherine Swanson-Rivenbark
Approved By: Marjorie H. Adler

Summary:

Professional mid-level position providing a variety of technical assistance and specialized services in the areas of cultural development, cultural grants management, and arts advocacy. Incumbent will work closely with the Cultural Development Board in the management of the Art in Public Places Program, including the development and implementation of an Arts Master Plan and the administration of the City's Cultural Grants process while promoting Coral Gables' cultural arts and high quality of life. Exercises considerable initiative and independent judgment under the general direction of the Development Director.

Essential Duties and Responsibilities:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assists in the development and implementation of cultural arts goals and the creation of a City Cultural Plan.

Serves as Staff to the Cultural Development Board and Arts Advisory Panel on behalf of the Director.

Coordinates Art in Public Places program with the Cultural Development Board.

Coordinates the development and implementation of an Arts Master Plan in conjunction with the Arts Advisory Panel.

Manages the City's annual Cultural Grants program.

Secures additional cultural underwriting through grants man-ship and sponsorship efforts.

Forms alliances and coalitions with community arts organizations to promote cultural projects and cooperative programs within the City on behalf of the Department.

Maintains the Arts & Culture web page on behalf of the Department.

Develops and implements certain special projects and events that reinforce brand identity.

Participates as a contributing member of the Development Department.

Performs other related tasks as required.

Knowledge, Skills, and Abilities:

Knowledge of basic principles and procedures required for effective cultural arts development activities. Ability to work independently and constructively in a multi-task, multi-project environment. Excellent organizational and communication skills, including oral and written presentations and grants man-ship. Ability to establish and maintain effective working relationships with cultural groups and co-workers. Strong customer service and people skills a must. Bilingual English/Spanish preferred. Knowledge of department operations, policies and procedures, rules and regulations. Knowledge of office practices, systems and equipment.

Physical Requirements:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine.

Considerable amount of time spent using computer. Work is predominately indoors within a usually quiet to moderately noisy environment. Occasional outdoor events required and occasional night-time attendance at cultural events is expected. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience:

Minimum of two (2) years of college with related coursework or, Associate Degree; Bachelor Degree preferred.

Two (2) years full time relevant experience required.

Valid Florida Driver's License