



City of Phoenix SENIOR ARTS SPECIALIST

JOB CODE 41220

Effective Date: Rev. 04/05

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to manage the Public Art Program of the Phoenix Office of Arts and Culture. Supervision is exercised over Arts Specialists who administer Percent for Art projects integrated with City capital improvement projects, who maintain the City's Municipal Art Collection, and conduct community outreach efforts related to the Public Art Program. General direction is provided by the Arts and Culture Administrator who evaluates performance upon results achieved.

ESSENTIAL FUNCTIONS:

- Supervises Arts Specialists.
- Develops and implements policy and administrative procedures for management of Percent for Art projects, and for acceptance of donations and loans, de-accessioning and maintenance of artwork in the City's Municipal Art Collection.
- Ensures compliance with city, state, and federal regulations.
- Develops an annual Public Art Project Plan through meetings with City Council, department heads, and the Arts and Culture Administrator.
- Staffs the Public Art Committee of the Phoenix Arts and Culture Commission.
- Drafts reports to the Public Art Committee, Phoenix Arts and Culture Commission, City management, and Mayor and Council.
- Manages complex and/or politically sensitive Percent for Art projects.
- Negotiates and monitors artist contracts.
- Develops methods for community input and participation in the Public Art Program and specific projects.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Public art, including artists working in the public realm and current trends and practices in the field.



City of Phoenix

- Public art program administration in a government environment.
- Percent for Art project management.
- Budget preparation and administration.
- Project management.
- Contract negotiation and administration.
- Construction methods and materials, and integration of public art into capital projects.

Ability to:

- Develop and implement a public art program.
- Perform a broad range of supervisory responsibilities over others.
- Prepare and administer a public art program budget.
- Work cooperatively with artists, commission members, City staff, the media, and the general public.
- Develop consensus around complex issues and situations.
- Produce written documents in the English language using proper sentence construction, punctuation, and grammar.
- Communicate orally in the English language by phone or in a one-to-one or group setting.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of a personal or City vehicle on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Four years of progressively responsible experience in administering public art projects, including at least two years at a supervisory level, and a bachelor's degree in studio or visual art, architecture, arts administration, planning, or a related field. Other combinations of education and experience which meet the minimum requirements may be substituted.