

## The Maryland-National Capital Park and Planning Commission

**TITLE:** Arts Specialist II  
**SERIES:** Recreation

**GRADE:** I **CODE:** 3341  
**DATE:** 9/28/89

### Class Definition

Under direction, performs difficult professional work, involving considerable responsibility, complexity, and variety, coordinates county-wide arts grant program, and develops special projects, often of multi-disciplinary nature, as assigned. Provides technical artistic assistance to artists and produces art programs in specialty area (e.g., dance, music, theatre, visual arts) to promote arts in the County. Develops programs in specialty area, manages a facility, and assists in the development of [visual] arts programs and design of [visual] arts facilities within area of specialty. Monitors day-to-day operations and programs of staff related to area of specialty and may manage the Division in absence of supervisor. Serves as arts consultant for arts projects, such as Art in Public Places, involving other governmental agencies. Performs other related duties as assigned.

### Examples of Important Duties

1. Manages division grant programs. Prepares grant applications, develops budgets, presents applications to Planning Board for approval; maintains records of revenues and expenditures of county, state, and federally funded grant programs. Supervises assigned staff.
2. Assists supervisor in defining goals and objectives for special projects. Coordinates activities internally and with other governmental agencies.
3. Conducts research and collects data relevant to specialty area. Monitors budget in specialization.
4. Coordinates the technical and artistic assistance needs of artists and artistic companies with the interests and needs of theatre, music, dance and booking agents. Recommends artists and art works for shows and performances. Recommends scheduling of events to avoid conflicts and repetition in local, state, regional area. Recommends purchase of art work for Commission facilities.
5. Produces programs. Obtains funding from Commission or outside sources. Plans programs and schedules facilities. Controls expenditures in accord with approved budget. Designs art courses. Monitors safety of programs and materials. Curates art shows, researches and writes related catalogues or

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### Examples of Important Duties (Continued)

5. exhibition materials. Selects compositions. Hires contractors (e.g., instructors, performers, artistic companies) to present courses, concerts, plays, operas, ballets, and other programs. Serves as technical director or director of productions, or serves in some specified category in music, theatre, or dance upon request of constituent groups. Designs and implements advertising campaigns to promote programs. Coordinates receptions after shows and performances.
6. Directs gallery and establishes alternate exhibition sites. Defines goals and objectives, sets programs and artistic standards. Establishes operating procedures. Coordinates with facility to provide routine maintenance and repairs. Publicizes programs. Assists in planning of new arts facilities and program development.
7. Coordinates externally. Meets with citizens, art groups, community groups, Planning Board, County council staff, and other government agencies to identify needs, plan programs, and answer questions about arts programs. Presents lectures, workshops, in specialty area, on grants, and on special projects. Serves as liaison to area park and recreation staff.

### Important Worker Characteristics

- A. Considerable knowledge of (1) arts in general and art form of specialty; (2) federal, state, and local grants; (3) Commission organization;\* (4) Commission policies and procedures;\* (5) equal employment opportunity; (6) research procedures; (7) management; (8) Merit System regulations;\* (9) safety and health regulations; (10) statistical analysis;\* (11) office practices; (12) supervision; (13)recreation; (14) first aid; (15) budget procedures and implementation; (16) assessment of facility needs and management.
- B. Skill in operation of (1) auto; (2) calculator; (3) photocopier; (4) typewriter. Skill in handling sensitive negotiations and dealings with public and arts groups.
- C. Ability to (1) solve complex problems involving many variables; (2) analyze data; (3) read technical reports and correspondence; (4) write technical reports and correspondence; (5) use proper spelling, punctuation, and grammar; (6) make oral presentations to large groups; (7) speak clearly; (8) organize work efficiently; (9) exercise independent judgment; (10) provide

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Important Worker Characteristics (Continued)

courteous service.

\* Developed primarily after employment.

Minimum Qualifications

1. Bachelor's degree or four years professional experience in an appropriate discipline (music, theatre, fine arts, etc.); and grants administration experience plus.
2. Four years professional experience in one or more of these areas; or
3. An equivalent combination of education and experience.
4. Valid driver's license, or the ability to acquire one.

Working Conditions

Works in office. Regularly works evenings and weekends. Some driving. Considerable pressure to meet deadlines.