

The Maryland-National Capital Park and Planning Commission

TITLE: Arts Specialist
SERIES: Recreation

GRADE: 22
CODE: 1703

DATE: 4/1/2021
EEO: Professional
FLSA: Exempt

Class Definition:

Under general supervision, performs professional recreation work involving considerable responsibility, complexity, and variety. Provides technical and artistic assistance to artists, and produces art programs in specialty area (e.g., dance, music, theater, visual arts) to promote arts in the county. Primarily develops programs in one specialty area, but may work in other disciplines or manage program space and supervises seasonal staff. Provides budgetary and operational forecasts and maintenance requirements; tracks budget and maintains records. As an individual contributor, work results in completed assignments that have a direct impact on matters of the area (s) of assignment. Some work may be confidential or sensitive. Applies knowledge of one or more specialized areas of visual and performing arts, as well as knowledge of requirements for presenting a wide range of arts activities, performance operations, federal, state, and local grants, Americans with Disabilities Act (ADA) requirements, marketing practices, safety and health regulations, basic budgeting for projects, and facility needs and management. Independently performs various types of research and analyses and solves regularly occurring problems, including a range of non-standard problems. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. The incumbent independently plans and carries out the work in conformance with the parameters, established policies, procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guides. The incumbent is to keep the supervisor informed and to seek assistance on highly complex, difficult or sensitive matters. Work is expected to meet objectives highly effectively – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as use of skill and ingenuity in overcoming technical and non-technical problems.

Examples of Important Duties (Estimated Percentages):

1. Core Functions (±90%)

- Performing Art Events/Visual Arts Exhibitions. Presents multiple performing arts events or visual arts exhibitions for targeted audiences; researches artists, selects jurors and adjudicators, meets with artists and agents, selects work for display. Arranges for packing, transport, safe handling, installation, and return of visual artwork using proper registration methods, installs technical equipment as needed. Reviews technical riders for performances with specialized requirements and hires contractors. Sets ticket prices, publicizes events and prepares ancillary programs to enhance visitor experience to exhibitions; conducts event and stage management, floorplans and events set up and scheduling. Arranges needed hospitality area for artists and patrons.

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- Manage Programs and Events. Manages programs and oversees and monitors event budgets; provides analysis for projected programs and recommends alignment of funds for annual budget submission. Updates performance measures; provides budgetary and operational forecasts and maintenance requirements. Creates annual spending plans and maintains budget tracking and financial records for reports and audits; and follows procurement procedures, utilizing contracts. Initiates purchase requisitions, check requests, and contracts; oversees collection of all revenues for class registration, and point of sale items via cash, checks, and credit cards. Prepares deposits; monitors revenues received in comparison to revenues projected for various programs. Maintains financial records for reports and audits.
- Market Programs and Events. Develops marketing strategy; collects publicity materials from artists. Ensures appropriate use of copyrighted materials; drafts publicity copy. Recommends themes and concepts for printed materials; works with graphic designers, web designers, printers, copy editors, and photographers to create publicity materials (brochures, postcards, display ads). Provides program information to marketing staff to post on the unit's and Division's web pages and e-newsletters. Researches marketing options and creates marketing plans. Prepares news releases for distribution, places display ads, and maintains mailing lists and listservs.
- Support Professional Arts Community. Provides support of professional arts community; builds and maintains roster of visual and performing artists, publicizes calls for artists. Plans and implements professional development opportunities and maintains memberships to professional organizations. Provides consultation to artists and arts organizations on services, provides portfolio reviews, conducts studio visits, serves on selection panel, responds to inquiries and provides technical support. Provides customer service or community engagement; meets with professional artists and arts organizations. Serves as resource for artists' professional development, provides critique of work, and explains services available to artists; meets with community members and organizations, and provides information on programs, facility, division and department. Develops and manages agreements and contracts with arts and community organizations; conducts meetings with partner organizations to ensure mutual expectations and compliance of agreements are being met, and to develop a professional relationship that will contribute to arts programs and services to better serve residents.
- Visual and Performing Arts Classes. Programs visual and performing arts classes, and camps at multiple skill levels; produces theater and dance programs. Selects and supervises directors, designers, choreographers, artists, playwrights, and performers; oversees rehearsals and production meetings. Ensures final performances meet industry quality standards, oversees research and develops curriculum, reviews scripts, schedules and manages touring schedule for performing arts group. Researches, selects and purchases appropriate supplies and equipment for particular programs; oversees maintenance installation, and use of specialized equipment (lighting and sound equipment, sprung wood floors). Oversees safe use and storage of art materials; sets class registration fees to cover programming costs; publicizes class programs.

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- Seasonal Staff Supervision. Supervises seasonal staff; recruits, trains, counsels and evaluates staff; documents performance, determines job duties, recommends disciplinary actions and performance awards. Sets schedules, assigns work, approves timecards and leave requests; compiles hiring paperwork and evaluations. Monitors required trainings; provides guidance on professional development and voluntary training.
- Manage Program Space. Manages and secures program space and facility scheduling for performances, rehearsals, meetings, ceremonies; monitors specialty equipment and schedules repairs and maintenance. Ensures program space is prepared and properly set up for performances, classes, exhibitions, meetings and other public events; reviews rental requests with potential clients and event details and approves rental. Prepares rental agreements; outlines rental policies and guidelines specific to the program space.

2. Other Duties (10%)

- Provides general administration; enforces department guidelines for class registration, securing employee records, regulations for summer camps. Retains programmatic, financial and employee records; analyzes and evaluates program success, recommends changes, sets program and facility goals. Conducts patron surveys; prepares or provides information for reports and grants.
- Drives Commission vehicles and visits other arts facilities and meets with other arts administrators, maintains professional memberships and actively participates in professional community.
- Attends conferences and trainings to identify new programs and remains current with trends, best practices, and new technology within the arts professions.

Important Worker Characteristics:

- A. Knowledge of (1) one or more specialized areas of visual and performing arts; (2) requirements for presenting a wide range of arts activities; (3) performance operations; (4) federal, state, and local grants*; (5) ADA requirements*; (6) office practices; (7) marketing practices; (8) safety and health regulations*; (9) basic budgeting for projects; (10) facility needs and management; and (11) Commission organization, policies and procedures*.

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill and ability to (1) handle art objects; (2) structure visual and performing arts programs; (3) teach one or more art forms; (4) develop business plan; (5) provide reports; (6) read, interpret and analyze reports and other information; (7) provide courteous service; (8) exercise independent judgment; (9) create work schedules and provide assignments; (10) negotiate contracts; and (11) perform first aid.

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- C. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include operating specific equipment related to art activities; organizing multifaceted work programs and specialized projects.
- D. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. Examples include presenting to large groups; presenting multiple performing arts events and/or visual arts exhibitions for targeted audiences.
- E. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- F. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software; basic office equipment; specific equipment related to art activities.

Minimum Qualifications (MQs):

1. Bachelor's Degree in Arts, Recreation or any related field.
2. Three (3) years of professional experience in an appropriate discipline (e.g. music, theatre, fine arts).
3. An equivalent combination of education and experience may be substituted, which together total seven (7) years.
4. Valid driver's license , or the ability to acquire one, in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
5. Pass Commission medical examination.

Working Conditions:

Works in office. Regularly works evenings and weekends. Some driving. Incumbents in this class must frequently: remain in a stationary position, travel to and from artist studios, program and event locations, and position self to complete work, communicate and exchange information with internal staff and the public, be able to see objects and words, distinguish between colors and lift objects weighting up to 30 pounds.