

The Maryland-National Capital Park and Planning Commission

TITLE: Arts Specialist I
SERIES: Recreation

GRADE: H **CODE:** 3340
DATE: 1/13/88
REV: 9/28/89

Class Definition

Under general supervision, performs difficult professional recreation work, involving considerable responsibility, complexity, and variety. Provides technical, artistic assistance to artists and produces art programs in specialty area (e.g., dance, music, theater, visual arts) to promote arts in County. Primarily develops programs in one specialty area, but may work in other disciplines or manage a facility.

Examples of Important Duties

1. Collects data relevant to specialty area. Monitors budget in specialization and provides input on annual budget in area of specialization. Maintains listing of local artists, artistic companies, art groups, art schools, art galleries, playhouses, theatres, and booking agents. Maintains schedule of local art shows, performances, and auditions. Maintains library of records, tapes, photos, and reference books. Attends art shows and performances in local, state, and regional area. Evaluates artistic talent and quality of shows and performances.
2. Provides technical and artistic assistance to artists and artistic companies. Gives advice on where to get financial support (e.g. federal, state, local grants), how to protect work under copyright laws, where to get professional critique of work, where to get professional training, where to rent studio or rehearsal space, where to perform or exhibit work, how to promote shows and performances, what to charge for services, how to budget finances, and other related matters, and general administration of non-profit art organizations.
3. Provides technical assistance to theaters, music, dance and booking agents. Recommends local artists and art works for shows and performances. Recommends scheduling of events to avoid conflicts and repetition in local, state, regional area. Gives advice on design and construction of new arts facilities. Recommends purchase of art work for Commission facilities.
4. Submits information for grants programs (federal, state, and private agencies). Writes reports and assists in supervision of grants programs.

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Examples of Important Duties (Continued)

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. Assembles art shows. 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. Supervises contracted performing artists. Coordinates externally. Meets with citizens, art groups, Community groups, schools, and government agencies to identify needs, plan programs, and answer questions about arts programs. Presents lectures, workshops in specialty area, serves as liaison to area park and recreation staff.

Important Worker Characteristics

- A. Knowledge of (1) arts in general and art form of specialty; (2) Commission organization; (3) Commission policies and procedures; (4) equal employment opportunity; (5) federal, state, and local grants; (6) first aid; (7) Merit System regulations; (8) office practices; (9) recreation; (10) safety and health regulations; (11) supervision; (12) budget procedures and implementation; (13) 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) calculate fractions, decimals, and percentages; (3) read routine reports and correspondence; (4) write routine 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) provide courteous service; (10) exercise independent judgment.

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Minimum Qualifications

1. Bachelor's degree or four years professional experience in an appropriate discipline (music, theatre, fine arts, etc.); and
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.