



CITY OF GLENDALE (AZ)
invites applications for the position of:

Arts & Culture Coordinator

SALARY: \$49,446.00 - \$74,169.00 Annually

OPENING DATE: 11/23/21

CLOSING DATE: Continuous

DESCRIPTION:

Works with the Arts & Culture Program Manager to coordinate, plan, manage and implement the programs, projects, and initiatives of the City of Glendale Municipal Arts & Culture Program.

NOTE: Position open until filled. First review of applications will be on December 7, 2021

ESSENTIAL FUNCTIONS:

1. Assists in the administration of grants and application processing, including documenting information, data collection, and preparation of materials for selection panel reviews.
2. Coordinates the process for selection of artists for community arts engagement and capital projects, including writing and distribution of RFQ/RFPs.
3. Coordinates and facilitates artist selection panels for projects. Creates selection panels, conducts selection meetings, and works with commissions and city to get any needed approvals.
4. Coordinates and facilitates stakeholder meetings and presentations.
5. Works with Arts & Culture Program Manager to develop and administer project contracts.
6. Works with Arts & Culture Program Manager to develop and administer contracts for the maintenance and restoration of artworks in the municipal public art collection.
7. Works with the Arts Commission liaison to prepare monthly meeting agendas, minutes and reports as needed.
8. Serves as liaison to the community for arts engagement activities.
9. Meets with and coordinates with other city departments for collaborative initiatives and for public art development for the projects of the municipal capital improvement plan.
10. Oversees on-site art fabrication and executes routine fabricator visits.
11. Oversees on-site art installations and executes routine site visits.
12. Performs archive maintenance for the Arts & Culture Program, including upkeep of project files, maintenance records and photo documentation and inventory of the art collection.
13. Updates information on website; composes and edits press releases, fliers and brochures and reports as needed.
14. Monitors expenditures, tracks accounts, and submits invoices for payment. Drafts fiscal reports.
15. Responds to inquiries from the public, city staff, artists, and partners.
16. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS/SPECIAL REQUIREMENTS/SUCCESS FACTORS:

Bachelor's degree in Cultural or Arts Administration, Fine Arts, Art History, Museum Curation, or

a related field and a minimum of three years of related experience in project coordination or management. **Preference will be given to those who have a minimum of three years of experience in municipal/state agency arts/cultural project coordination and/or management.**

Knowledge of:

- Art, art history, and trends in the art industry
- The principles and practices of Percent for Art programs, the City of Glendale Arts Ordinance and related policies and procedures
- The principles and practices of public art, architecture, and urban planning as related to city planning
- Principles of collection management

Ability to:

- Successfully communicate orally and in writing; proficient in the English language and grammar; excellent writing skills
- Apply management and art-related principles, procedures, and standards
- Work on multiple concurrent projects and demonstrate effective time management and organizational skills
- Demonstrate initiative and self-starter skills
- Gather and analyze information
- Prepare clear, accurate and well-organized written and/or graphic materials
- Effectively express ideas and communicate work-related information to a variety of individuals and groups
- Exercise sound judgment and appropriately refer issues to managers/administrators
- Establish and maintain excellent working relationships with staff, the public, and representatives of other departments and organizations
- Use a variety of software applications such as: Microsoft Office (Excel, Word, PowerPoint, etc.) and Adobe Creative Suite (Acrobat, Photoshop, etc.)
- Understand and communicate aesthetic standards to non-artists to implement a quality art program, exhibition, or art project
- Read and analyze project architectural plans submitted for city permitting approval
- Foster and develop effective relationships with local artists, community groups, businesses, and non-profits to effectively promote the work of the Arts & Culture Program and to leverage arts and cultural partnership opportunities

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities is qualifying.

Special Requirements

Valid Arizona Driver’s License

Success Factor Classification Level - Professional/Supervisory

| Success Factors | Definitions | Classification Levels |
|--|---|--|
| Personal Accountability & Integrity | Takes personal responsibility for the quality and timeliness of work and in complying with organizational rules, policies and procedures. Earns others’ trust and respect through consistent honesty and professionalism. | Foundational, Professional/Supervisory, Managerial, Executives |
| Teambuilding & Collaborative Relationships | Inspires and fosters team commitment, spirit, pride and trust; develops cooperative working relationships with others. | Foundational, Professional/Supervisory, Managerial, Executives |
| Effective Communication | Conveys information respectfully, credibly, and effectively. | Foundational, Professional/Supervisory, Managerial, Executives |
| Continuous Learning & | Assesses and recognizes own strengths and weaknesses; takes | Foundational, Professional/Supervisory, |

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| Development | initiative in pursuing self-development and learning to expand skills and increase knowledge. | Managerial, Executives |
| Commitment to Service Excellence | Strives to excel in meeting the needs of both internal and external customers in a fair and equitable manner. Delivers high-quality services with a commitment to continuous improvement. | Foundational, Professional/Supervisory, Managerial, Executives |
| Innovation | Applies original thinking in approach to job responsibilities and to improve processes, methods, systems or services. | Foundational, Professional/Supervisory, Managerial, Executives |
| Leadership | Promotes organizational mission and goals and encourages cooperation in support of organizational goals. | Professional/Supervisory, Managerial, Executive |
| Organizational Awareness | Identifies fundamental values and beliefs to guide the organization into the future. Uses knowledge of the workings, structure and culture of the organization and political climate to solve problems and accomplish goals. | Professional/Supervisory, Managerial, Executive |

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Working Conditions

Office setting with occasional field inspections of programs and facilities. This position may require occasional attendance at evening and/or weekend events/meetings including presentations to city boards/departments, community meetings and other agencies as necessary.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.glendaleaz.com>

Position #2021-02293
 ARTS & CULTURE COORDINATOR
 LW

5850 W. Glendale Ave.
 Glendale, AZ 85301
 623-930-2270

dburson@glendaleaz.com

Arts & Culture Coordinator Supplemental Questionnaire

* 1. I verify that the information I have provided on this application is accurate, and that any answers I provide to the following questions are also reflected in the Work Experience section of my application. I understand that the responses I provide will be verified through the recruitment process and any misstatement of material facts will be grounds for disqualification from further consideration.

- Yes
- No

* 2. Please select the response that most accurately represents your education and work experience as it relates to your candidacy for ARTS & CULTURE COORDINATOR. (As a reminder, your selection MUST be reflected in the Education AND Work Experience sections of the application.)

- Master's Degree in Cultural or Arts Administration, Fine Arts, Art History, Museum Curation, or a related field AND 1 year of related experience in project coordination or management.
- Bachelor's Degree in Cultural or Arts Administration, Fine Arts, Art History, Museum Curation, or a related field AND 3 years of related experience in project coordination or management.
- Three years post-secondary education in Cultural or Arts Administration, Fine Arts, Art History, Museum Curation, or a related field AND 4 years of related experience in project coordination or management.
- Two years post-secondary education in Cultural or Arts Administration, Fine Arts, Art History, Museum Curation, or a related field AND 5 years of related experience in project coordination or management.
- One year of post-secondary education in Cultural or Arts Administration, Fine Arts, Art History, Museum Curation, or a related field AND 6 years of related experience in project coordination or management.
- Seven years of related experience in project coordination or management.
- None of the above.

* Required Question