



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Public Arts Coordinator **LAST UPDATED:** 10/28/2016
DEPARTMENT: Parks and Recreation **JOB CLASS:**
REPORTS TO: Leisure Services Manager **FLSA DESIGNATION:** Exempt

Summary: Under general direction of the Leisure Services Manager the Public Arts Coordinator will administer the City of Frisco Public Arts Program and implement the Public Art Master Plan. Will develop and implement annual work plans; oversee the acquisition, maintenance and conservation of the collection, and the development of new programs and projects for public education and community enrichment.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Serves as staff liaison to the city's Public Art Board; develops and posts agendas, and attends all meetings of the board.
- Researches, develops and writes materials including guidelines, policies, procedures, project descriptions, calls to artists and other documents as required.
- Collaborates with architects, planners, artists and community representatives to determine sites and appropriate artistic criteria for artworks to be placed in the public domain.
- Negotiates, develops and writes all agreements with artists, site owners, participating organizations and governmental agencies
- Develops and writes other programmatic materials including, but not limited to, permit applications, program evaluations, and status reports;
- Coordinates inventory cataloguing system that maintains and supports proper stewardship of artworks added to the City's collection;
- Maintains records, files and correspondence related to project assignments;
- Implements regular condition assessment, maintenance and repairs for artworks in the City's collection.
- Monitors public art funding to ensure financials in contract provisions are met.
- Monitors public art budget expenditures; prepares budget justifications and narratives.
- Reviews and prepares payments for contracted services, tracks payments against contracted services and services provided.
- Organizes, plans and promotes art dedication ceremonies.
- Initiates and implements a bi-annual art exhibition at City Hall.
- Develops and implements marketing and educational strategies that educate the Public and encourages public awareness and participation in the Frisco Public Arts Program, this includes public presentations, brochures, web site and exhibitions.
- Develops and maintains paper and electronic databases, visual archives, publicity materials and web resources.
- Coordinates artwork donation process from proposal to installation.
- Develops and implements funding strategies, to include grants and fundraising for the Public Arts Program.

- Provides input to Public Art Board and Leisure Services Manager regarding public art policies and procedures.
- Responds to public inquiries regarding public art and/or specific programs.

Other Important Duties:

- Travels to assigned meetings, conferences and training.
- May be required to work some evenings and weekends.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of public art, design and contemporary arts issues.
- Knowledge of City policies and procedures.
- Knowledge of basic public procurement and contract administration procedures.
- Ability to develop and implement art programs, involving design and integration of artwork into the construction of public sites and buildings.
- Ability to prepare, monitor and administer program budgets and contracts.
- Ability to Manage art projects at various stages of development.
- Ability to work well independently and with team members.
- Ability to establish exceptional organizational skills, multi-task, prioritize work and meet critical deadlines.
- Ability to resolve problems quickly and efficiently.
- Ability to establish and maintain cooperative relationships with those contacted in the course of work.
- Ability to be highly organized and manage time effectively.
- Ability to communicate effectively, both orally and in writing with all levels within and outside the City.
- Ability to handle a wide variety of tasks and projects with minimal supervision and direction.
- Skill in exercising sound judgement within established policies and guidelines.
- Skill in inspecting art work located in the field for maintenance issues, damage, vandalism etc.,
- Proficiency in the use of computers and knowledge of computer applications including Microsoft Excel, Publisher, PowerPoint and Word

Preferred Education, Experience, and Certifications:

- Bachelor's Degree in Arts, Fine Arts, Art History or Arts Administration or related field with 3 (three) years progressively responsible experience in public art programs and planning and **or** equivalent combination of education and experience.
- Must pass a pre-employment drug screen, criminal background check and motor vehicle records check.
- Must possess valid State of Texas Driver's License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office setting and field environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to occasional bending, reaching, kneeling and lifting such as the setting up, tearing down and transporting of presentation audio/visual equipment and display materials.
- May be subject to exposure to extreme weather conditions.
- Must be able to lift up to 30 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, standard office equipment, audio/visual equipment, and department vehicles.
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Approved By:

Signed by Dudley Raymond, Asst. Director of Parks and
Rec

Dudley Raymond, Assistant Director, Parks and Recreation

11/06/2015

Date



Shannon Allyn, Human Resources Generalist

11/05/2015

Date