



City of Irving Job Description

Arts Programs Supervisor

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| FLSA Status: | EXEMPT | Job Department: | Arts & Culture |
| Job Code: | 3171 | Reports To (Job Title): | Arts Assistant Executive Director - Administration |

PURPOSE

To develop and implement visual arts and educational programming that includes temporary, traveling and special exhibitions and a comprehensive roster of educational initiatives and experiences for children and adults.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Serve as a key team member for planning and implementing programs and operations in new facilities for the Arts & Culture Department, which includes the Museum & Heritage Center and the Downtown Annex.
- Develop strategic exhibitions and education programs work plan; recommend goals, objectives, policies and procedures; prepare and monitor related budgets.
- Develop master schedule of 24 - 26 exhibitions annually in multiple gallery spaces and a sculpture garden that includes exhibits with local artists, students and arts groups as well as regionally, nationally and internationally recognized artists and traveling exhibitions.
- Curate exhibitions, evaluating and selecting artists/artwork, negotiating and obtaining loans of artifacts and art from other institutions and private collections and generating appropriate documentation.
- Evaluate and book traveling exhibitions from other museums and institutions; oversee curatorial, registrar and art handling duties on-site for preparation and installation; serve as project manager for expanded programming initiatives related to special exhibitions including set-up of retail operations, temporary construction and increased school/community outreach.
- Prepare, review and process internal and external contracts and agreements for exhibitions and youth/family programming; compile and maintain updated AAM facility report and compiles and maintain schedules of valuation for temporary exhibitions and permanent collection to ensure coverage through City's insurance policy.
- Develop and implement education programs to promote learning within a museum/gallery center environment including full-day art & theatre summer camps, arts and literacy programs for pre-K children, curriculum-based school programs for elementary, middle and high school students, home school workshops, teacher workshops and adult and family programs including demonstrations, guided tours, lectures and film series.
- Develop, coordinate and monitor special youth projects, which includes working with professional artists and educators, hiring and supervising staff, tracking key data, managing student internship and employment programs, organizing public programs, and overseeing production and installation, if applicable.
- Provide oversight and management of public outreach and audience engagement initiatives, including membership program and volunteer/docent program; plan and administer community based special events and annual holiday programming.

- Research on artists, exhibition topics and content, programs and touring exhibitions including visiting galleries, studios, and museums for exhibition and program ideas and opportunities.
- Design and supervise the installation of exhibits, including the hanging of artwork, striking exhibit at the end of the show, and re-crating/repacking artwork.
- Provide content for, and assist in the design, editing and proofreading of invitations, graphics, brochures, catalogues, website, members' bi-monthly newsletter/brochure, press releases and other materials and publications.
- Present materials to Irving's Art Board and Board committees to review exhibitions and other projects, which includes preparing monthly management reports.
- Coordinate opening receptions for exhibitions, hire caterer, musicians, facility and staff coordination.
- Research, writing, editing and proofreading of labels, didactic text panels, publications and educational materials for exhibitions.
- Oversee the cataloguing, conservation, maintenance, and transfer of artwork in permanent collection.
- Ensure that all department activities are performed within the guidelines of City policies and Arts Board directives.
- Identify and share resources for new or existing programs; Secure and document fine arts insurance coverage for exhibitions.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Respond to and resolve difficult and sensitive citizen inquiries and complaints, participates in promotional activities, and encourages good public relations.
- Attend and participate in professional group and committee meetings and provides assistance to art groups; assist in facilitating community and programming partnerships.
- Research and write grant proposals.
- Public speaking to community and student groups about programs and exhibitions on- and off-site.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 4 employees.

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise up to 25 employees, including contractors and temporary staff, as driven by programming and special events.

FINANCIAL / BUDGETARY RESPONSIBILITY

Develops and administers a programs budget of approximately \$350,000 annually. Procures art supplies, professional services and contracted programming up to \$100,000 each quarter, which includes reviewing and approving of legal contracts and agreements, and purchasing of goods and services that exceed \$3000.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in Museum Studies, Art History, Fine Arts or a closely related field.

EXPERIENCE

- Minimum of three (3) years of increasingly responsible related experience, including one (1) year of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- An appropriate, valid state-issued driver's license, or the ability to obtain one, may be required.

KNOWLEDGE OF

- Administration and Management: principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, and leadership techniques
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Fine Arts: Theory and techniques required to produce, compose, and perform works of music, dance, visual arts, and drama.
- Communications and Media: Media production, communication, and dissemination techniques and methods, including alternative ways to inform and entertain via written, oral, and visual media.
- Gallery and Museum Professional Practices: Curatorial, registrarial and art handling practices; art history and criticism; exhibition conception, selection and design and visitor experience/engagement.
- Arts Education: Educational theory and practice of teaching in formal and informal settings the production methods, materials, historical context and interpretation of art as well as utilizing the arts as a springboard for discovery and connections to other disciplines and ideas.
- Sociology and Anthropology: Group behavior and dynamics; social trends and influences; and cultures, their history, migrations, ethnicity, and origins.

SKILLS AND ABILITIES IN

- Coordination: Adjusting actions in relation to the actions of others.
- Judgement and Decision Making: Weighing the relative costs / benefits of potential action.
- Reading Comprehension: Understanding written sentences and paragraphs in work documents.
- Implementation and Planning: Developing approaches for implementing an idea; Sensing the environment and setting goals and objectives.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.

- **Written and Oral Expression:** Effectively communicating information and ideas in writing, as well as through speech, so others will understand, as indicated by the needs of the audience.
- **Originality:** Developing unusual or clever ideas about a given topic or situation, or developing creative ways to solve a problem.
- **Fluency of Ideas:** Developing a number of ideas about a given topic. This concerns the number of ideas produced and not the quality, correctness, or creativity of the ideas.
- **Oral Comprehension:** Listening to and understanding information and ideas presented through spoken words and sentences.
- **Speech Clarity:** Speaking clearly so that it is understandable to a listener.
- **Reading Comprehension:** Reading and understanding information and ideas presented in writing.
- **Speech Recognition:** Identifying and understanding the speech of another person.
- **Visualization:** Imagining how something will look after it is moved around or when its parts are moved or rearranged.
- **Visual Color Discrimination:** Matching or detecting differences between colors, including shades of color and brightness.

GUIDANCE RECEIVED

Priorities and Policies

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

CONTACTS

Internally, this position has the highest level of engagement with the executive director and the board of directors. It regularly engages with staff members and staff teams as member or leader, and works across City Departments, generally at a managerial level, to achieve objectives that support special project planning and promotion, programming development and partnerships, and program implementation. Further, this role regularly engages volunteers.

Externally, this position interacts frequently with: professionals outside the organization, including curators, gallerists, artists, art administrators, museum professionals, educators, school administrators and art handlers when planning and implementing exhibitions and educational programs; IAC resident art organizations, as well as other arts organizations and non-profits, locally and nationally; volunteers, while working alongside, supervising and/or training; and, the public, including adults and children and all level of students, pre-K through college, when presenting programs, conducting tours, and answering general inquiries in person and via phone and email.

Also, this position represents the City to the media (print, television and radio) periodically throughout the year to promote exhibitions and programs. The role maintains membership in various professional organizations (such as Texas Association of Museums, American Alliance of Museums, Dallas Art Dealers Association), as well as, participates in cross-organizational projects and special initiatives that involve a number of institutions locally and/or regionally, frequently representing the city.

EQUIPMENT AND PROPERTY

PC/laptop and/or tablet, digital projector, general office equipment, cell phone, hand tools, installation hardware for hanging artwork, art supplies, art equipment, track lighting and departmental vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is constantly required to listen and/or see. Frequently, s/he is required to carry, climb, drive a vehicle, grasp, handle, feel, lift up to 50 lbs., pull, push, reach, sit, stand, talk, and/or walk. Occasionally, s/he is required to balance, kneel and/or stop. Rarely, s/he must crawl and/or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment is usually moderate. Most work is done indoors, but research (studio visits), programming and supervision of installation/de-installation of sculpture for the sculpture garden includes time spent outdoors. This job occasionally requires the employee to make decisions directly affecting the safety of others.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.