



## City of Irving Job Description

### Arts Programs Assistant

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Arts & Culture
<b>Job Code:</b>	3305	<b>Reports To (Job Title):</b>	Arts Programs Supervisor

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#### PURPOSE

To support the Irving Arts Center's visual arts, educational and public programs.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Assist with the planning, development, implementation and assessment of all activities for ongoing IAC exhibitions and youth and family programs as well as special events.
- Assist in the research and creation of new educational and interpretive materials in support of exhibitions and programs as needed. Responsible for creating training materials and conducting docent training for exhibitions and programs. Perform volunteer scheduling, recruitment and management.
- Support outreach to area schools and groups to promote various educational opportunities offered by Irving Arts Center exhibitions and programs; including field trip scheduling and leading tours for groups as well as assistance with creating and offering educational materials to these groups.

#### OTHER DUTIES AND RESPONSIBILITIES

- Develop, modify, supervise and teach free programs and tuition-based classes as assigned.
- Train, schedule and supervise volunteers assisting with exhibitions and educational programs.
- Assist Arts Programs Coordinator in writing curriculum as requested.
- Liaise with Irving ISD and surrounding school districts, charter and private schools and local education networks.
- Assist with developing and conducting teacher workshops to prepare classroom teachers and teaching artists to engage students with IAC programs and fieldtrips.
- Contribute to study guides and teacher resources.
- Liaise with IAC staff to adequately support schools, teachers and students attending IAC's student matinee series.
- Assist Arts Programs Coordinator in the selection and development of materials and supplies related to programs assigned to teach and/or manage.
- Assist with grant writing duties in support of various programs.
- Other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees *and/or volunteers* as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1-5 individuals.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

This employee may be responsible for purchases of art materials and supplies as well as print services that fall within the range of the established costs in the fiscal year's budget with prior approval. Total range of amounts for the fiscal year is anticipated between \$5,000- \$7,500. Individual purchasing ranging from \$50 - \$2000.

## **QUALIFICATIONS:**

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

### **EDUCATION**

- Bachelor's Degree in Education, Museum Education, Art or closely related field.

### **EXPERIENCE**

- At least two (2) years of related experience teaching and working with families and/or youth in museum, non-profit arts organization, and/or schools.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- None

### **KNOWLEDGE OF**

- Practical knowledge of best teaching practices and current education theories and trends as related to arts education and education in informal settings.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City, as well as, how to reference the internet.

### **SKILLS AND ABILITIES IN**

- Cooperation & Interpersonal Relations: Establishing and maintaining positive working relationships with those contacted in the course of work; demonstrating an aptitude for dealing with a wide variety of people.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Interactive Presentation: Effectively presenting information to groups and responding to questions.

- Organization & Project Management: Practicing the methods and techniques of effectively leading and structuring projects so that they are completed timely and achieve goals.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Creative Contribution: Developing innovative ideas and identifying new angles to design and create online and print program materials is beneficial.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.

## **GUIDANCE RECEIVED**

### **Detailed Instructions and Standardized Procedures**

Follows standard procedures and/or detailed instructions that apply to each task or assignment; situations that cannot be handled under standard operating procedures are referred to a supervisor or more senior position.

## **CONTACTS**

IAC staff including programs, administrative, technical and event support as well as civic, education and cultural organizations; contract/outside instructors, teaching artists and the public. Daily to weekly.

## **EQUIPMENT AND PROPERTY**

This position utilizes a computer (PC), printer, copy machine, phone, cell phone, digital camera, some hand tools, art supplies and equipment.

## **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 regularly required to stand, walk for long periods of time, sit, stoop, lift up to 25 lbs, reach, and climb ladders.

## **WORK ENVIRONMENT**

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

Indoors primarily on location at the Irving Arts Center including the offices, galleries, theaters and classrooms. Some outdoor activities and events in the Sculpture Garden and parking lot may be necessary. Occasionally off-site activities and events may be assigned depending on specific programs. Must be able and willing to work evenings and weekends as part of work schedule.

\* 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.