



CITY OF CALEXICO

CLASS TITLE: CULTURAL ARTS ASSISTANT

MONTHLY SALARY: \$3,314 – \$4,028 RANGE: 23GX-14

BASIC FUNCTION:

Under direction of the Recreation Manager, assist in the development and implementation of cultural arts program activities and events for the community; assist in coordinating special activities and/or events to promote the benefits of Cultural Arts. This position may also assist staff with other department activities as needed.

REPRESENTATIVE DUTIES:

ESENTIAL DUTIES:

Assist in the development of City events, art activities and services for the community.

Develop marketing and promotional materials and correspondence to support City arts events.

Identify community needs and recommend appropriate programs related to area of assignment.

Provide a variety of general information to the public regarding recreation and arts operations and programs; respond to questions and resolve complaints as needed.

Prepare and maintain various records and reports related to recreation and cultural arts activities and services.

Meet with public groups, clubs, organizations, and agencies to explain and promote community services, activities, and programs that encourage community participation; coordinate dissemination of recreation and cultural arts service publicity.

Operate a variety of office equipment including a computer and assigned software; utilize audio-visual or other special event equipment including recreation and cultural arts related equipment.

Attend meetings and trainings to organize and coordinate special events.

Drive a vehicle to conduct work.

OTHER DUTIES:

May assist with the updating of the City's website, social media and e-newsletter.

May be required to work nights, weekends, holidays and alternating work schedules.

The preceding activities have been provided as examples of the types of work performed by positions assigned to this job classification.

January 2020

The City reserves the right to add, modify, change or rescind work assignments as needed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Techniques in presentation, selection, and evaluation of arts and cultural programs.

Principles and practices of public arts programs and events.

Instructional techniques and methods for cultural arts activities.

State and Federal laws governing public facilities, including OSHA requirements.

Arts facility organization, policies and procedures.

Program content for specialized arts activities.

Requirements of maintaining facilities in a safe, clean and orderly condition.

Interpersonal skills using tact, patience, and courtesy.

Record keeping and report preparation techniques.

Telephone techniques and etiquette.

Health and safety regulations.

ABILITY TO:

Instruct and lead group art activities and events.

Assist with the planning, organizing, development and implementation of community arts programs.

Promote community interest through cultural arts programs.

Schedule and organize year-round community events and arts programs and activities.

Understand and carry out oral and written instruction.

Meet and deal effectively with the public.

Prioritize and schedule work.

Meet schedules and timelines with limited resources.

Operate and set up arts equipment.

Set up facilities for events including tables and chairs.

Operate a computer and assigned software.

Work independently.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Interpret, apply and explain rules, regulations, policies, and procedures.

Prepare and maintain a variety of records and reports.

Maintain organization and cleanliness of facilities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent (GED), supplemented by college-level course work in arts or a related field and two years of experience as a group activity worker or instructor in community cultural arts programs or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license and clean driving record.

WORKING CONDITIONS:

WORK ENVIRONMENT:

Indoor/outdoor environments

Driving a vehicle to conduct work

Fast-paced work environment with changing priorities and assignments.

Variable work hours may include working evenings, weekends, and holidays, occasionally on-call.

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

Dexterity of hands and fingers to operate a computer keyboard.

Sitting, walking, or standing for extended periods of time.

Hearing and speaking to exchange information and give presentations.

Seeing to read a variety of materials.

Reaching overhead, above the shoulders and horizontally.

May occasionally be required to bend, stoop, lift, carry, push or pull moderately heavy objects or equipment as assigned by the position.

Hearing and speaking to exchange information.