

PUBLIC ART COORDINATOR**DEFINITION**

Occupants of this classification are in the classified service. This position is responsible for implementation of various aspects of a public art program, including collections management and new art commissions, as well as aspects associated with the administration of the Cultural Affairs Division.

SUPERVISION RECEIVED AND EXERCISED

Positions in this classification may report to the Cultural Affairs Manager or other designee. Responsibilities may include the direct supervision of technical and administrative staff, contract personnel and interns as assigned.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks or may perform similar related tasks not listed here.

1. Oversees and implements all aspects of documentation and preservation of a collection of permanent art installations of various media commissioned in conjunction with the Culver City Art in Public Places Program (APPP).
2. Completes regular condition inspections; identifies a maintenance schedule and priorities for restoration of City-owned artworks; implement and oversee conservation (routine maintenance and restoration) of City-owned artworks; and, ensuring that artworks sited on private property are maintained per the APPP guidelines.
3. Oversees and implements RFQ and RFP process for contractors, including art conservators and other specialists; contract development, implementation, and billing/payment.
4. Coordinates work with other City departments and divisions as necessary.
5. Procures parts and materials as needed to complete maintenance and restoration projects.
6. Ensures work is performed according to professional best practices for conservation.
7. Maintains permanent files (paper and electronic) for all artworks commissioned under the APPP as well as a collections management database.
8. Creates and updates website, walking tours and other publicity and outreach materials for the APPP as necessary and develops new publicity and outreach as appropriate.
9. Hires and supervises graphic designers, photographers and other professionals as needed to create high quality products used in promotion and outreach.
10. Assists Cultural Affairs Manager with commission of new permanent and temporary artworks either in fulfillment of the APPP requirement or City commissions partially or fully paid for out of the Cultural Trust Fund. This may include drafting and recordation of covenants, review and compilation of final costs for artwork(s) and, fabrication and maintenance related documents.
11. Maintains knowledge of current developments and trends in the field of public art collections management and art conservation.

12. Provides support to the Cultural Affairs Commission and other City, department or division projects or programs as needed.
13. Assists in long-range planning and budget preparation and review. Gathers and analyzes information on existing programs, conducts research, and prepares proposals for the budget.
14. Makes effective verbal, visual and written presentations. Develops and presents ideas and issues in a convincing manner.
15. Keeps supervisor informed of problems and issues of which the supervisor may not be aware.
16. Maintains effective and continuing rapport with other governmental units. Effectively represents the City on issues of importance to the City. Establishes rapport with City staff of all levels. Is effective in obtaining and providing information and resolving issues in question.
17. Maintains a current and thorough working knowledge of City programs and their requirements.
18. Assists with special projects.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Practices and procedures associated with public art and collections management, including documentation, preservation and conservation.
- Principles and practices of the department and division.
- Research techniques.
- Sources of and availability of information.
- Principles and practices of organization review and analysis.
- Software applications relating to office automation, collections management, permitting, contract and requisition entry, budget, and legislative management.
- Principles, methods, and practices of budgeting.
- Supervisory principles.

Skill and Ability to:

- Operate equipment associated with office automation.
- Conduct research and formulate recommendations.
- Negotiation and implementation of contracts.
- Communicate clearly and concisely both verbally and in writing, with visual acuity.
- Analyze a variety of administrative problems in making sound recommendations.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license may be required if assigned to drive.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills,

and abilities would be: 1) Bachelor's degree in art history, visual art, art administration, public art, or a related field; and 2) Three years of progressively responsible experience in curating, planning, developing, or implementing collections management/conservation projects or programs. Possession of a Master's degree is desirable.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Perform work which is semi-sedentary.
- May be required to work evenings, weekends, holidays and on-call.
- May be required to travel within and out of City boundaries to attend meetings.
- May be required to work in inclement weather without effective protection from sun, cold, and rain.
- Is subject to office environmental conditions.