

**CITY OF GREENBELT, MD  
CLASS SPECIFICATION**

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**CLASS TITLE:** Arts Supervisor  
**DEPARTMENT:** Recreation  
**REPORTS TO:** Assistant Director – Recreation Programs

**SALARY GRADE:** 17  
**FLSA STATUS:** E  
**DATE:** 03/2009

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**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

Develops, implements and oversees a wide variety of art programs engaging the participation of artists, community organizations and the public at large.

**ESSENTIAL JOB FUNCTIONS:**

Establishes mission, scope and standards for City arts programs including: conceive/develop programs, exhibitions, workshops, performances, lectures, Artist-in-Residence programs, special events, and public art installations; recruit artists for participation; create contracts, application procedures/program guidelines; develop and implement program evaluation instruments; and, advise City of matters pertaining to public arts policy.

Carries out supervisory responsibility in accordance with City policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Serves as liaison to Arts Advisory Board, community organizations and local schools; cultivates partnerships with area arts organizations; represents City arts programs through participation in professional events.

Writes/administers grants; assists schools in preparing grants to support programs in collaborations with the City; prepares/manages annual City arts budget.

**IMPORTANT JOB FUNCTIONS:**

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer                      General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited four-year college or university in Education in the Arts, Arts Management, Arts Education, or a related field; and,

Four to five years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid Driver's License Preferred

Certified Parks and Recreation Professional Preferred

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

A variety of visual, literary and performing art forms and arts program models.

Technical issues pertaining to programming in these areas.

Best practices and professional standards in public arts management.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

**Skill in:**

Grant writing and other fundraising.

Budget development and management.

The recruitment, training, and supervision of professional staff.

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, the media, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

**Mental and Physical Abilities:**

Ability to recruit diverse and exemplary artists on an ongoing basis for participation in art programs.

Ability to conceive, develop, promote and implement diverse and effective public art programs.

Ability to develop and implement program evaluation instruments.

Ability to research and provide recommendations on public arts policy.

Ability to develop and oversee effective marketing campaigns through print, electronic and other means.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to sit; use hands to finger, handle, feel or keyboard; speak and hear; use color, texture, sound, shape and odor perception; lift and/or move up to 20 pounds.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.