

CITY OF CHATTANOOGA
**Classification Specification Title: Coordinator of Arts, Culture and
Creative Economy Program**

Department: Economic Development

Pay Grade: GS.10

**Supervision Received From: Senior Dir. Arts,
Culture, Creative Economy**

FLSA Status: Non-Exempt

Established: 12/01/22

Supervisory Responsibility For: N/A

**Revision Dates: 4/1/25; 12/27/24;
8/27/24; 10/20/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification perform duties related to program coordination and communication in support of the Office of Arts, Culture and Creative Economy within the Department of Parks and Outdoors (DPO), which introduces a wide variety of high-quality public art and art programming into the community, enhancing the civic environment and enriching the lives of visitors and residents.

SERIES LEVEL:

The Coordinator of Arts, Culture and Creative Economy Program is a stand-alone full-time position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Work with the Senior Director of Arts, Culture and Creative Economy and program partners to facilitate one session of Creative Entrepreneur Training each year.

Participate in Creative Entrepreneur Training under the direction of program partner (i.e. Arts & Business Council of Nashville).

Assist in recruiting 10 - 15 participants for the Creative Entrepreneur Training Program (CET) each year.

Deliver the eight session training, manage all participant communications as well as supplies and materials.

Assist Manager of Public Art and program partner leadership in recruiting mentors for the six-month mentorship portion of the CET.

Work with leadership to put on the CET Pitch Night and Artist Showcase at the end of the annual Creative Entrepreneur Training Program .

Engage alumni of CET in program evaluation, design and implementation from year to year.

Collect and report data on the CET participants and the community impact of the program.

Work with leadership to develop budgets and plans for the programs.

Along with leadership, evaluate and assess the CETs' strengths and weaknesses.

Meet with stakeholders - City of Chattanooga and program partners regularly to discuss program status and goals.

Assist in administering the artist selection process based on best practices in the field. Schedule selection panels, meetings, public input sessions as needed.

Coordinate with stakeholders, community members, artists and vendors supporting the execution of public art projects.

Supports Manager of Public Art as needed in management of contracts, including written and oral correspondence regarding contract compliance, and review and approval of completed work.

Plans and conducts administrative or operational studies; obtains required information for analysis; evaluates alternatives and makes recommendations to the Manager. Oversees PAC systems to support operational efficiency.

Cultivate relationships and partnerships within Chattanooga's local arts community to support public art engagement efforts.

Manages volunteers.

Support the Chattanooga Public Art Commission by taking minutes at public meetings and posting public documents as needed.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Art, Communications, Public Administration or a closely related field and five (5) years of experience in an arts organization or government agency to include experience working with artists and diverse communities; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

KNOWLEDGE AND SKILLS:

Knowledge of: Contemporary art and related issues, and in particular, knowledge and familiarity of public art and placemaking program practices and procedures; practices and techniques of governing public agency operations; budgetary and financial record keeping techniques and preparation; laws, codes and regulations governing public agency financial operations; computer applications related to the work, including Microsoft Office and Adobe Creative Suite; social media and website editing platforms; basic public personnel, procurement and contract administration practices.

Ability to: Work well independently and with team members; establish exceptional organizational skills, multi-task, prioritize work and meet critical deadlines; exercise sound independent judgment within established policies and guidelines; be highly organized and manage time effectively with attention to detail; establish and maintain cooperative relationships with those contacted in the course of work; communicate clearly and effectively at all levels within and outside the Agency.

PHYSICAL DEMANDS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.