

# CITY OF CHATTANOOGA

## Classification Specification Title: Manager Public Art

**Department: Parks & Outdoors**

**Pay Grade: GS.13**

**Supervision Received From: Senior Dir. Arts Culture Creative FLSA Status: Exempt**

**Economy**

**Established: 1/28/16**

**Supervisory Responsibility For: Public Art Collections Spec. Revision Dates: 4/9/25;  
1/9/25; 10/20/23**

### CLASSIFICATION SUMMARY:

Incumbents in this classification direct the implementing, planning and designing of a comprehensive city wide arts program. Responsibilities include developing and promoting arts programs, outreach activities and analyzing the effectiveness of arts programs; initiating and developing program guidelines, rules and regulations. Serves as the City liaison to the community on arts related projects and issues. May supervise temporary or volunteer staff as needed. Work requires independent judgment and discretion.

### SERIES LEVEL:

The Manager Public Art is a stand-alone 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.)*

Develops long and short range program goals and objectives; initiates and develops program guidelines, rules and regulations.

Coordinates the implementation of policies, procedures and standards for the efficient and effective operation of arts programs.

Manages public art projects from concept to construction, including coordinating with stakeholders, developing communications, and managing the work of consultants hired to advise on or coordinate public art and Economic Development arts-related projects.

Acts as liaison between artists and city departments, construction/project managers, press and the public, city council and committee/commission members.

Prepares, reviews, interprets and analyzes a variety of complex departmental information, data, contracts, forms, schedules, calendars and reports; makes recommendations based on findings.

Coordinates the development, review and approval of policies related to the arts; consults with other City departments on their policies and programs that impact the arts.

Collaborates with internal departments, applicable Boards, advisory groups, the general public, external agencies, contractors, City Counsel and/or other interested parties to coordinate activities, review work, exchange information and resolve problems.

Participates as City Arts liaison in local arts groups, ad hoc committees and meetings and in regional and national public art discussions and activities.

Manages program budget, revenues and expenses in accordance to City/Department policies and procedures; prepares management reports, prepares and makes presentations, conducts policy research, and grant writing.

Analyzes the effectiveness of arts programs through reports, written evaluations, and determines methods to improve effectiveness.

Facilitates and attends public art board meetings; represents the department at neighborhood and community meetings related to responsibilities.

Uses, carries and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

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 Arts Administration, Arts Management or related field and three (3) years of arts management experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License is required.

KNOWLEDGE AND SKILLS:

Requires a working knowledge of digital technologies, metadata standards, and best practices in collections cataloging; experience with registration methods and terminologies, collections

management databases, digital asset management, and stewardship of works of art. Familiarity with public art conservation and preservation techniques is preferred.

Skills to work well independently and collaboratively. Establish exceptional organizational skills, multi-task, prioritize work and meet critical deadlines. Communicate effectively, both orally and in writing, at all levels of city government and with diverse stakeholders. Exercise sound independent judgment within established policies and guidelines. Establish and maintain cooperative relationships with those contacted in the course of work.

#### 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.