

CITY OF CHATTANOOGA

Classification Specification Title: Public Art Collections Specialist

Department: Parks & Outdoors

Pay Grade: GS.09

Supervision Received From: Dir. Public Art

FLSA Status: Non Exempt

Supervisory Responsibility For: None

Established: 1/30/20

Revision Dates: 4/3/25;

10/20/23; 1/12/23

CLASSIFICATION SUMMARY:

Incumbents in this classification report to the Director of Public Art and work closely with Division staff to perform duties related to the oversight, documentation and care of the City of Chattanooga's public art collection. The Collection Specialist will support Public Art Chattanooga's efforts to present a wide variety of high quality public art, working with the community to enhance the civic environment and enrich the lives of visitors and residents city-wide.

The Collection Specialist will be responsible for the management of collection records and database, administering collection care and documentation for the permanent collection and incoming artworks; along with other related work as assigned. This position requires precise attention to detail, as well as proficiency in project and database management.

SERIES LEVEL: This is a standalone part-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.)

DEPARTMENT SPECIFIC DUTIES (if any):

Organize, update, audit, and monitor the integrity of the collection database and project files for over 150 artworks, including visual documentation, maintenance, repairs, and historical records.

Assist in the further development of a preventative care program for the collection.

Route maintenance or minor repair requests to the appropriate City division to address as indicated by the Arwork's Artist Maintenance/Conservation form.

Coordinate major repair efforts with Division staff, which may include; but is not limited to, assisting in procurement of vendors, scheduling trades, securing work zone permits, and other logistics.

Manage relationships with vendors and contractors, prioritizing and communicating issues and needs with Division staff to ensure progress.

Conduct field assessments to report on the conditions and needs of individual artworks and signage.

Prepare and submit fixed assets and fine art insurance reports for the City of Chattanooga.

Conduct research to build collection knowledge and history for archival and educational purposes.

Draft written content for educational materials, collateral, signage, maps and tours. Support public education activities 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.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Possession of a Bachelor's degree from an accredited college or university with major course work in any of the following: Art, Museum Studies, Arts Administration or a degree related to the core functions of this position; or any combination of equivalent experience and education. AND the equivalent of two (2) years full or part-time professional experience in art education, research, collection or data management. (Additional experience may be substituted for the education on a year-for-year basis).

LICENSING AND CERTIFICATIONS: Valid Driver's License is required.

SUPPLEMENTAL INFORMATION:

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.