City of Mill Valley

Arts Program Coordinator

SALARY: $3332 - $4463 mo

THE POSITION

Under general supervision, plans, coordinates and implements the presentation and/or promotion of arts-related recreation activities in specific program areas; conducts or prepares classes, exhibits, special events and activities; supervises and coordinates the activities of part time staff, contractors and volunteers. This position works as primary program liaison to the Mill Valley Art Commission.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Organizes implements, directs, supervises and/or promotes specific arts programs in the performing or visual arts and arts education, arts-related recreation activities for children, adults, and senior citizens in cooperation with part time staff, contractor and volunteer groups.

Primary program liaison to the Mill Valley Art Commission, assisting in commission special events and programs.

Participates in the preparation and administration of assigned program budget.

Work independently with minimum supervision.

Work with local organizations, businesses, school personnel, parents and community members in developing and providing arts programs and activities.

Communicate clearly and concisely, both orally and in writing.

Create program flyers, program brochures, and other materials related to arts programs and events, as directed.

Provide customer service to applicants, participants and the general public. Acts as the information source regarding assigned programs and the Recreation Department in general.

Monitors the day to day operations of the programs and events, including making site visits, handling and resolving complaints not requiring the attention of a supervisor and ensuring that programs and events have required materials and supplies.

Assists in the evaluation of programming including conducting customer satisfaction surveys and analyzing reports on program effectiveness.

Enforce safety and operating procedures and provides for maintenance needs including compliance with health and safety codes.

Performs other related duties as assigned.

QUALIFICATIONS

REQUIRED:

Education and Experience:
A bachelor's degree from an accredited four-year college or university with major coursework in fine arts, performing arts, or arts administration with a minimum of five years of experience in community arts programming, arts instruction, or performing arts production; or 10 years of equivalent professional training and experience in arts administration that provides the knowledge, skills, and abilities listed below.

Knowledge, Skills, and Abilities:

- Strong music background with emphasis in development and coordination of music programming for youth, teens and adults. Previous experience in recruiting and supervising musicians and music educators in the Bay Area.
- Considerable knowledge of performing arts, visual arts, arts education, recreational, cultural and educational programs for children, adults and seniors.
- Considerable knowledge of the practices and principles of program administration, development, implementation and promotion.
- Skill in establishing and maintaining effective working relationships with others.
- Ability to assist in the evaluation of program goals and offer feedback for strategies to improve effectiveness.
- Skill in communicating effectively in English both orally and in writing, and the ability to write, design and develop publicity reports and correspondence.
- Ability to utilize computer applications and technology related to the work, including word processing and other software applications used in creating brochures and marketing materials.
- Ability to identify and respond to the arts and recreation needs of the community.
- Ability to recruit, train, direct and review the work of part time staff, contractors and volunteers.

DESIRED:

- Ideal candidate will possess education and completed course work in field of music and/or professional work experience in the music industry.

- Skills in design-related computer applications (Adobe InDesign, Photoshop, etc.), photo / video applications (Aperture, Final Cut Pro, Adobe Premiere, etc) and social media platforms (Facebook, Twitter, Instagram, You Tube, Vimeo etc.)

WORKING CONDITIONS

Work is performed in both indoor and outdoor settings. A flexible work schedule is required including working evenings, weekends and holidays. Work requires operation of a computer keyboard to utilize "CLASS" registration system and desktop publishing software. Frequent bending, lifting, carrying and transporting recreation equipment from indoor storage facilities to outdoor and indoor activity locations is required.