

ARTS-IN-EDUCATION COORDINATOR

Code No: 4-18-461
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting schools in selecting and implementing appropriate components (residencies, performances, field trips, etc.) for arts-in-education programs. Duties include formal and informal program planning and organization necessary for program implementation. The employee reports directly to and works under the general supervision of a higher-level staff member. Supervision is not a responsibility of this position, but the incumbent may coordinate the work of artists-in-residence and teachers. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Plans and manages the arts-in-education program;

Assists with all phases of program implementation including assessment;

Confers and plans with representatives of cultural organizations;

Prepares and attends planning meetings with teachers, administrators, and Parent Teacher Association members;

Facilitates meetings related to the special Rochester City School District - Rochester Philharmonic Orchestra programs;

Visits schools to view completed works of art or performances sponsored by the arts-in-education program;

Responds to program requests such as schedules and confirming programs from teachers and administrators;

Prepares claim vouchers and contracts;

Maintains records and evaluations on a computer;

Initiates and generates office correspondence such as contracts, program confirmations, and paperwork for payments to artists.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of arts-in-education program coordination; good knowledge of community organizations and institutions as they relate to arts-in-education programs; ability to facilitate program planning meetings with community agencies; ability to assess completed works of art at various schools; ability to communicate both orally and in writing; ability to prepare paperwork/contracts related to arts-in-education programs; ability to maintain records on computer; coordinating skill; organizational skill; decision-making skill; dependability; initiative; resourcefulness; tact; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, Plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Fine Arts or an Arts related field,* or completion of sixty (60) college semester credit hours towards an Associate's degree in Fine Arts or an Arts-related field*, plus four (4) years of paid full-time or its part-time equivalent experience as an arts administrator, arts-in-education coordinator, arts educator, artist-in-residence or teaching artist**; OR,

- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Fine Arts or an Arts-related field,* plus two (2) years experience as defined in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B), above.

*Acceptable college majors include, but are not limited to: Art History, Arts Administration, Cinematography, Communications Media, Creative Writing, Dance, Design (Costume and Graphic), Drama, Drawing, Instrumental/Voice, Music, Music History and Appreciation, Painting, Photography, Sculpture, Theater, any type of Arts related Education degree, any type of Arts related Therapy degree (ex. Dance Therapy, Art Therapy, Music Therapy), Visual Arts.

**Acceptable areas of work include, but are not limited to: drawing, design, painting, sculpture, art history, dance, or theater.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: June 6, 2002
REVISED: May 6, 2004