

## COORDINATOR OF AESTHETIC EDUCATION

Code No: 4-18-278

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important community/school relations position in which the incumbent is responsible for managing the Aesthetic Education program securing theatrical performances and experiences for schools within the community. The Aesthetic Education program seeks artists to provide in-service experiences for classroom teachers and students providing both groups the opportunity to be the audience and/or participants in experience of theater, visual arts, music, poetry, literature and dance. The employee is responsible for establishing community contacts with county cultural agencies, booking performers, evaluating performance effectiveness and maintaining all financial records and budget for the program. The employee receives direct supervision from an Administrator. Supervision is not a responsibility of this class. Does related work as required.

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

Screens artists and/or performing groups to determine appropriateness for a school setting;

Develops support materials with teachers to enhance student knowledge and aesthetic appreciation;

Keeps records of performance schedules, feedback from teachers and students, contract arrangements with the performers and requests for future services;

Submits payroll forms to arrange payment for services;

Books acts, schedules artists, including performing groups, requested by the school districts participating in the program;

Arranges special activities;

Assists with promotion of school theatrical events; i.e. press coverage, T.V. and radio spots;

Maintains financial records for participating districts;

Maintains the administrative budget for the program;

Evaluates performance effectiveness in terms of response and professionalism;

Maintains contracts and performs additional recordkeeping to maintain the program;  
Establishes contacts with community cultural agencies.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of community cultural resources; good knowledge of participating schools' needs as they relate to special events/performances; ability to act as liaison between community cultural agencies and the schools; ability to maintain routine financial records/contracts; ability to communicate effectively both orally and in writing; ability to evaluate program/performance effectiveness; ability to maintain routine budget records; ability to coordinate and schedule performances; organizational ability; initiative; good judgment; health commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus one (1) year of full-time paid or its part-time paid or volunteer equivalent experience involving aesthetic education activities which can include fundraising, public relations activities, performing or program planning and/or development in a school, community agency or cultural agency.

**SPECIAL REQUIREMENTS:** Depending on the position duties, candidates for employment with the 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: February 27, 1986