

COMMUNITY ARTS COORDINATOR

GENERAL STATEMENT OF DUTIES: Plans, develops and coordinates a program of art, music and related disciplines for students and adults; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is professional work involving responsibility for the organization and presentation of an ongoing program of fine arts, music, crafts and related subjects. The work is performed under the general direction of the Library Director with wide leeway provided for the use of independent judgment. Supervision may be exercised over non-professional assistants.

EXAMPLES OF WORK: (Illustrative only)

Surveys the community to determine cultural needs;

Prepares and delivers lectures on painting, sculpture and related disciplines;

Plans and arranges exhibits of local artists, sculptors and photographers;

Participates in the development of an Arts Advisory Council to determine future community arts programs;

Promotes art through the use of various media such as slides, motion pictures, books and recordings;

Arranges demonstrations by local craftsmen in such areas as needlework, macrame, quilting and other creative disciplines;

Selects plays and arranges for dramatization and readings;

Arranges art exhibits through loans from private collectors and Saint Bonaventure University;

Schedules and arranges Chamber Music performances;

Prepares schedules and progress reports.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of art, music, sculpture and other fine arts; good knowledge of literature related to the fine arts; ability to plan and coordinate cultural activities; ability to

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organize displays and productions; ability to address groups; ability to get along well with and secure the cooperation of others; initiative and resourcefulness; tact and courtesy; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school and either:

- (a) Graduation from a New York State registered or regionally accredited four year college or university with a Bachelor's Degree in Fine Arts; or
- (b) Graduation from a New York State registered or regionally accredited four year college with a Bachelor's Degree and one year of professional experience in a library or museum involving work in the Fine Arts; or
- (c) An equivalent combination of training and experience as indicated in (a) or (b) above.

Competitive

Adopted 2/6/74