



PROGRAM SPECIALIST (URBANA ARTS & CULTURE)

JOB DESCRIPTION

Department:	Community Development Services	Division:	Economic Development
Work Location:	Urbana City Building	Percent Time:	100%
Job Type:	Civil Service	FLSA Status:	Non-Exempt
Reports To:	Economic Development Supervisor	Union:	Non-Union

JOB SUMMARY

Under general supervision of the Economic Development Supervisor, the Program Specialist provides support to the Urbana Arts and Culture Program through a wide range of administrative and promotional activities in collaboration with the Urbana Arts and Culture Program and its various events and initiatives. The Program Specialist will also assist in the administration of the Urbana Arts and Culture Program's volunteer and internship projects, grants management, and outreach efforts. The position is expected to provide staff support to the Arts & Culture Commission. Functions include coordination of the Arts and Culture grant program, organization of special events, assistance with grant applications, and representation with community partners.

ESSENTIAL FUNCTIONS

General

- Actively supports and upholds the City's mission and values.

Program Administration

- Provides oversight in the planning and implementation of the Arts & Culture program and events including periodically overseeing community volunteers and program interns, facilitating workshops, and community outreach.
- Provides administrative, promotional, and technical support to Arts & Culture-related events as needed.
- Coordinates the processing of grant applications for the Urbana Arts Grant Program and Poet Laureate and Youth Poet Laureate initiatives through:
 - Preparation of application documents.
 - Notification to artists and agencies regarding fund availability.

- Providing technical assistance and training to grant applicants.
- Transmittal of applications to Arts and Culture Commission.
- Coordination of annual artists and event presentations.
- Enforcement and oversight of grant agreements.
- Preparation and submittal of reports on Arts & Culture activities.
- Preparation of the Arts & Culture Commission meeting materials including creating agendas, meeting notices, and recording minutes.
- Organization of Arts and Culture program files, including electronic files, marketing materials, etc.
- Serving as liaison between City, business organizations, and public agencies.
- Performing other duties as assigned.

Marketing & Communications

- Coordinates the development/implementation of annual marketing plans and strategies, including expenditures for advertising and promotional events.
- Ensures Arts & Culture web pages, social media accounts, newsletters, and email campaigns are kept current and utilized to proactively support programs/events.
- Submits grantee reports to funding agencies such as the Illinois Arts Council accurately and timely.
- Preparation of grant agreements for review by the Urbana Arts and Culture Commission, City Council, and/or Mayor.
- Coordination of technical assistance for artists and organizations participating in or interested in the Arts and Culture program;
- Review of applications from artists and organizations participating in the Arts program and recommendation of actions regarding same to supervisor.
- Dissemination of information regarding available programs and events to the general public, prospective artists, and event coordinators.
- Preparation and dissemination of promotional materials and coordination of press events.
- Performs other duties as assigned.

JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Knowledge and abilities typically acquired through graduation from high school diploma or GED-equivalent and two (2) years of professional experience in event coordination, program administration, management, marketing, public relations, communications, or a related area **OR**;
- Associate's degree or equivalent coursework in communications, marketing, arts administration, business, public relations, and one (1) year of related professional experience.

- Demonstrated experience with dynamic program assessment and evaluation, as well as artistic and cultural programming, with knowledge of the principles of advancing diversity, equity, inclusion, and access is strongly preferred.

Knowledge of

- Coordination of arts and cultural programming and/or events.
- Strong awareness of and commitment to working with diverse populations.
- Principles and practices of effective marketing strategies, tools, and concepts.
- Event planning, volunteer coordination, and community outreach.
- Grant administration.

Skills

- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational and project management skills.
- Customer service: knowledge of principles and processes for providing outstanding customer service, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Skilled in use of office and desktop publishing software to include MS Office Suite (Word, Excel, PowerPoint, etc.) and Adobe Creative Suite.

Ability to

- Communicate thoughtfully and effectively with the general public and business representatives from a diversity of backgrounds and communities.
- Prepare reports and proposals and present recommendations orally and in writing.
- Professionally and effectively support public meetings.
- Assist in supervision of Arts and Culture Program intern staff and volunteers.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Work well independently as well as in a teamwork and cooperative environment.
- Maintain composure during difficult situations; possess problem and crisis-solving skills.
- Prioritize multiple projects and deadlines; be organized in order to complete work under date/time deadlines.
- Communicate effectively orally and in writing in a professional level and make presentations.
- Exercise discretion over sensitive and confidential issues related to the department and its business.
- Address unforeseen situations and or complaints that may arise during day of events.

- Possess or develop a general understanding of applicable laws and rules that relate to public events.
- Safely operate City vehicles.

Licenses, Certifications and Memberships Required

- Must possess a valid State of Illinois driver's license or the ability to obtain one within fifteen (15) days of employment.

Special Requirements

- May be required to attend events, commission meetings, and provide programming assistance outside of normal business hours.
- Responsible for working with youth.

Supplemental Information

Supervision received

- This position works under the general supervision of the Economic Development Supervisor; the incumbent develops procedures for performing a variety of duties or performs complex duties within established policy guidelines.

Level and complexity of supervision exercised

- This position may be responsible for supervising Arts & Culture interns and community volunteers. This includes ensuring policies are followed, enforcing safety standards, verifying and submitting accurate time sheets, monitoring performance, and recommending performance management actions.

Contacts: Internal/External

- Daily contact with general public and City staff.
- Regular contact with the Urbana Arts & Culture Commission; businesses, community and governmental stakeholders and partner organizations.
- Ongoing contact with collaborating partners including nonprofits, businesses and community organizations, with high levels of interaction during special events. Ongoing contact with Arts & Culture program participants with high levels of interaction during Arts & Culture grant cycles.
- Occasional contact with City Council and various Board and Commission members.

Security Level

- **MVR:** Essential functions require frequent use of City vehicles.
- **CVA:** essential functions require specific or frequent work with children and/or vulnerable adults with minimal supervision.

Physical Demands and Working Conditions

- Work Environment: Work occurs both indoors in an office environment and outdoors. Some Arts & Culture events occur in an outdoor venue. Work involves exposure to a variety of temperature and weather conditions; exposure to loud noises and traffic; vehicle fumes.
- Physical Requirements: Ability to: lift up to 50 pounds; hear and understand conversations in quiet and noisy environments; communicate verbally and in writing; safely operate City vehicles requiring a Class D driver's license.

Job Dimensions

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.

Hearing: Hear in the normal audio range with or without correction.

The work environment and physical/mental demands characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Class Specification History

New class: 10/26/2022

For HR/Finance Use

Title Code	Pay Grade 105
EEO Category 2- Professional	