CLASSIFICATION SPECIFICATION

FLSA:	**NEXP**	**Job Code:**	**ACV36601**
Job Class Code:	**060**	**Salary Schedule:**	**AREG**
EEO Category:	**02**	**Grade:**	**14**
Workers Comp Code:	**9016**		
Job Code Established:	**09/18/83**	**Effective Date:**	
Job Code Revised:		**Effective Date:**	

JOB CODE SERIES: Arts and Cultural Development Series

JOB CODE TITLE: **ART PROGRAM TECHNICIAN**

HRIS TITLE: **ART PRG TECH**

WORK DESCRIPTION: Assists professional staff in activities related to statewide art programs; schedules exhibits or artists in art programs; maintains records of expenditures and receipts in art programs; manages a small art program or a specific aspect of a large art program.

WORK ACTIVITIES: maintains records of exhibits, artists, or artists-in- education residences; establishes schedules; sends billings to sponsors; executes agreement forms. Drives van or light truck (occasionally with trailer) to various locations in the state to transport art works requiring special handling. Maintains library of books, pamphlets, journals and periodicals, catalogs or reference materials for work unit or work system; places new materials in drawers, in files or on shelves according to scheme of organization; keeps library organized and orderly. Makes up checks for payment ready for signature upon request of authorized personnel. Gives and receives information requiring some judgment or discretion regarding current and specific business of the work unit, by telephone or by direct personal contact. Composes correspondence dealing with subject matter in standard or established ways, but allowing for some discretion in treatment; may type the correspondence. Gives information and assistance to persons making use of library reference materials. Constructs special packing cases to be used for shipments of museum artifacts and art works. Constructs graphic displays for exhibits by means of minor carpentry, glue and other common substances. Constructs specialized display cases utilizing specialized materials and tools for high security artifacts. Assists program clients in completion of various required forms or papers. Negotiates cooperative arrangements, programs or activities between and among agencies at the same or different levels of government, or between public and private agencies, in order to advance common interests. Integrated into work routine, or in time set aside for training, acquires knowledge and skills needed for advancement to journeyman worker level in the work system. Attends staff meetings of work unit under direction of work supervisor; gives and receives information helpful in work unit or work system operation. Gathers and compiles data into statistical information to meet requirements of periodic or other reports, according to established procedures. Compiles information for and writes periodic reports on own work activities. Classifies and catalogs books and other materials in library in accordance with an established system or subject heading and classification. Performs related work as required.

WORK CONDITIONS: Frequent travel with overnight stays away from home base; seasonal, evening and weekend work.

SUPERVISION: Works under general supervision of the Deputy Director but receives specific instructions from Art Program Representatives.

WORK RESULTS/PRODUCTS: Art works prepared for transportation; art works transported; art works exhibited; records maintained; exhibits or artists scheduled; library maintained; reports prepared; billing for services rendered, prepared and mailed; roster of exhibits and artists

compiled; technical assistance and consultation provided; workshops, seminars and conferences presented.

RESPONSIBILITY: For the timeliness and quality of work products.

AUTHORITY: To determine the proper materials to be used in the exhibition of art works; to issue bills or invoices for payment; to remit funds to participating artists within program guidelines; to determine nature and scope of technical assistance to be provided.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Basic knowledge of the history of art; Working knowledge of current trends in the arts; Basic knowledge of federal and state laws, rules, regulations and standards pertaining to art grants; Basic knowledge of the principles, methods and techniques of grantsmanship; Basic knowledge of bookkeeping; Good knowledge of curatorial methods and techniques; Knowledge of the policies and procedures established for the work system; Basic knowledge of graphic design principles.

Skill/Ability to: Skill in the application of curatorial methods and techniques; Skill in arithmetic calculations; Skill in displaying art works for public appreciation; Skill in the application of methods and techniques of grantsmanship; Skill in application of graphic design techniques; Skill in written and oral communications; Skill in interpersonal relations.

SPECIAL SELECTION FACTORS: Two years of administrative experience in the arts appropriate to the assignment. A Bachelor's degree from an accredited college or university in a fine arts field, humanities or closely related, may substitute for one year of the required experience.