

Adopted: September 2001 , Revised: _____

Class Title: Arts Manager

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Plans and creates promotions, solicits and initiates grants, and administers functions pertaining to the Norfolk Commission on the Arts and Humanities. Conducts public relations of the local and regional arts and cultural organizations and acts as a liaison between the arts community and public and private organizations.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Administers grants by tracking grant applications, revised budgets, final reports, payments of the City's Arts Commission, interviewing applicants, recommending grant awards, and soliciting grants from state and regional agencies for the Commission program while fulfilling report requirements.
2	L	Acts as the arts liaison between the city and community by managing the Commission's meetings, developing City Council presentations on behalf of the commission and grantees, attending meetings and resolving problems of grantees, organizations and other city departments.
3	L	Assists with promotions and public relations by publishing the calendar of events and brochures and producing print and radio advertisements.
4	L	Provides support to the Development Department by planning and attending events and performance.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Over three years experience in fine arts, marketing or communications.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read newspapers, magazines, correspondences, books, grant proposals and reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as budget operations and statistical reports.
Writing	Work requires the ability to write grant proposals, correspondences, business plans, public presentations, brochures and speeches.
Managerial	Managerial responsibilities include planning and managing programs and activities of the department.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Presentations, meetings
Sitting	F	Computer, desk work
Walking	F	Inter-office, client contact
Lifting	O	Supplies
Carrying	O	Supplies
Pushing/Pulling	R	Supplies
Reaching	O	Presentation meeting set up
Handling	O	Supplies
Fine Dexterity	F	Computer, desk work, typewriter
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	O	Supplies
Twisting	N	
Climbing	O	Stairs
Balancing	N	
Vision	C	Computer, deskwork, clients, co-workers
Hearing	C	Telephone, clients, meetings
Talking	C	Telephone, clients, meetings
Foot Controls	N	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, printer, scanner, digital camera, copy machine, telephone, slide projector, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	D	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	N	Warehouse	--
Electrical Hazards	N	Noise and Vibration	N	Shop	--
Fire Hazards	N	Fumes and Odors	N	Vehicle	--
Explosives	N	Wetness/Humidity	N	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	N	Other (see 2 below)	--
Physical Danger or Abuse	N				
Other (see 1 below)	N				

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)