



Code: 1755
Family: Public Relations and Creative Arts
Service: Administrative
Group: Statistical, Technical And Analytical
Series: Statistical

CLASS TITLE: CULTURAL AFFAIRS COORDINATOR I

CHARACTERISTICS OF THE CLASS

Under supervision, performs at the entry level, assisting in the coordination of cultural and arts programming for the visual arts, performing arts and other creative aspects within the Department of Cultural Affairs and Special Events (DCASE), and performs related duties as required

ESSENTIAL DUTIES

- Conducts research on potential program participants of various genres of music, dance and the visual arts and makes recommendations on the selection of talent
- Creates and maintains catalogues of recordings, videos and other relevant information to manage information submitted by potential performers
- Drafts brochures, performs community outreach and uses social media to promote arts programming and special events
- Assists in overseeing set-up and production activities at performances and events held throughout the city and at the Cultural Center
- Provides administrative support in the preparation of grant proposals for the funding of programs and events
- Receives and forwards invoices for payment, tracks performers' fees and expenses and assists in monitoring program budgets
- Schedules hotel arrangements and airline accommodations for contracted performers, as required
- Prepares and maintains activity reports of assigned programs and events
- May participate in evaluating performances and making recommendations for new or continued programming

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Fine Arts, Arts Administration, Liberal Arts, or a directly related field, plus one year of program development or administration experience in the area of visual arts, performing arts or creative arts programming, or an equivalent combination of education, training and experience.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- May be exposed to extreme weather conditions

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, scanners)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- various arts disciplines including visual, performing, and creative arts (e.g. film, fashion)
- *applicable computer software packages
- program planning and administration

Knowledge of applicable City and department ordinances, policies, procedures, and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING – Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- COORDINATION WITH OTHERS – Adjust actions in relation to others' actions

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- COME UP WITH IDEAS – Come up with a number of ideas about a topic
- ORGANIZE INFORMATION – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAILS – Pay careful attention to detail and thoroughness in completing work tasks

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- ANALYTICAL THINKING – Analyze information and use logic to address work of job issues and problems
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
March, 2013
Minimum qualifications updated March, 2021