



The City of Coronado is accepting submittals for:

# CONTRACT ARTS ADMINISTRATOR

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**STATUS:** Independent Contractor (Part-Time/\$36,000 annually)

**SUBMITTAL DEADLINE:** Monday, September 30, 2013 at 5:30 p.m.

### **SUMMARY**

The City of Coronado is seeking the services of a contract Arts Administrator to assist the City's Cultural Arts Commission to fulfill its mission to strengthen, coordinate, and connect the arts with the citizens of Coronado. It is expected that this individual will be energetic, organized, responsible, and dedicated to the arts in Coronado.

### **BACKGROUND**

The Coronado Cultural Arts Commission (CCAC) was established in September 2011 by City of Coronado Resolution #8705. As stated in the Resolution, the purpose of the Commission is to recognize and encourage groups and organizations that enrich Coronado life by bringing cultural and artistic works of art and providing access to a variety of performance arts offering a diverse mix of events; recommend to the City Council policies and practices to develop and promote the arts; advocate for non-profit and private art groups operating in and for the benefit of the citizens of the City of Coronado; encourage educational art experiences for children and citizens; offer recommendations to the City Council regarding acquisition or exhibition of quality works of art; and submit an annual report to the City Council on the "State of the Arts in Coronado" and the activities and plans of the Coronado Cultural Arts Commission.

This contract will be administered via the City of Coronado's City Manager's Office.

### **SCOPE OF SERVICES**

The contract Arts Administrator will be expected to be the primary contact to the Coronado Cultural Arts Commission providing information, technical support, and staff assistance. The type of support and assistance needed is expected to include:

- Assisting the Commission in developing long-range plans and policies for program development, implementation, and evaluation.
- Providing guidance on making the goals, objectives, and policies of the Commission into workable programs, projects, and activities.
- Building and maintaining relationships with artists, arts organizations, businesses, schools, media and other related local and regional groups.
- Maintaining and updating the inventory of the City's Public Art collection; monitoring and advising the City regarding maintenance or repair of artwork, as needed.
- Preparing and negotiating agreements with artists related to the acquisition of new works of art as directed by the Commission and the City Council.
- Preparing, as needed, reports for presentation to the Commission and/or City Council regarding proposed art acquisitions.
- Maintaining and updating the Commission's website: CoronadoARTS.com.
- Assisting the Commission in identifying and preparing applications for private and public grant fund programs; overseeing administration of received grants.
- Oversee, in conjunction with event chairs, activities, and special events of the Commission.
- Preparing Commission agendas, agenda reports, and minutes.
- Preparing press releases and marketing materials for the Commission and its activities and events.
- Work with the City's Executive Management team to coordinate art activities, and provide sufficient information on art activities to ensure senior management is well informed

## **SELECTION CRITERIA**

**Knowledge:** Principles, procedures, and techniques in developing and directing arts programs and community events; an understanding of the trends and applied techniques to promote and coordinate art activities; and knowledge of the use of arts and creativity to stimulate economic development.

**Essential Skills:** The contract Arts Administrator should possess the following skills:

- Strong oral and written communication skills
- Familiarity with computer software and hardware including management information systems and data bases; principles and procedures of record keeping. Graphic design software knowledge a plus.
- Proven ability to work with diverse groups of volunteers and organizations
- Proven ability to effectively manage multiple complex functions and achieve goals and objectives.

- Ability to work independently under pressure and effectively manage multiple complex functions
- Familiarity with the operations and services of a Municipal Corporation.

**Experience, Education and Training:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in Art, Arts Administration or a closely related field, plus three years of professional-level experience and/or training in administration, development or implementation of an arts, public arts, or visual arts program; equivalent combination of education and experience may be considered.

**Supplemental Information:** The contractor will work primarily in an indoor setting but may be exposed to heat, cold, dust, and/or pollen when coordinating programs and events held outdoors to promote the arts. **There may be projects which will require availability during some weekends and evenings.**

### **SUBMITTAL REQUIREMENTS**

**Interested individuals are is required to submit a cover letter and resume to the City of Coronado's City Manager's Office, located at 1825 Strand Way, Coronado, CA 92118 by 5:30 p.m. on Monday, September 30, 2013.** Late or faxed submittals will not be accepted.

For any questions or additional information, please contact the City Manager's Office at (619) 522-7335 or via e-mail at [citymgr@coronado.ca.us](mailto:citymgr@coronado.ca.us).

**Note:** The provisions of this bulletin do not constitute an expressed or implied contract and any provisions contained in this bulletin may be modified or revoked without notice.