

**CULTURAL ARTS ASSISTANT****DEFINITION**

Under general direction, performs a variety of skilled planning, public relations, clerical, and technical duties using specialized Museum and Cultural Arts procedures and computer programs, coordinates subprograms and projects, assists customers in the Division office and other City facilities.

**EXAMPLES OF DUTIES**

- Plans, coordinates, promotes, oversees, staffs, and evaluates cultural and artistic events, performances, and exhibitions.
- Establishes and maintains relationships with artists, performers, speakers, cultural organizations, local media, and other community members.
- Oversees City art collections following established policies and procedures.
- Enters and updates records describing City arts and artifacts in a specialized database program.
- Responds to inquiries in person, by telephone, and by email.
- Supervises and/or oversees volunteers
- Maintains procedure manuals.
- Prepares narrative and statistical reports.
- Performs other duties as assigned.

**EMPLOYMENT STANDARDS****Education and experience:**

- Any combination equivalent to graduation from high school plus two years of experience planning and coordinating events and programs.
- Arts, museum, and/or public relations experience preferred.

**License:**

- Valid California Drivers License and acceptable driving record required.

**Knowledge of:**

- Museum and arts programming goals and methods
- Office technologies and computer applications
- Event planning skills and techniques
- Customer service skills

**Ability to:**

- Acquire an in-depth knowledge of assigned subprogram(s)
- Learn and apply specialized Museum and Cultural Arts Division policies, procedures, methods, and computer applications
- Work without close supervision
- Schedule, organize, and innovate
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with coworkers and the public
- Perform physical activity; handle art and artifacts, boxes, tools and equipment; lift up to 30 lbs.

The above classification description is not exhaustive of all responsibilities, skills, efforts or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.