STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION

CLASSIFICATION SERIES:	SERIES NO.:
Fine Arts Specialist	6481
MAJOR AGENCIES:	EFFECTIVE DATE:
Arts Council only	03/07/2004

### SERIES PURPOSE:

The purpose of the fine arts specialist occupation is to promote the arts & ensure accessibility to all residents of the state of Ohio.

At the lower levels, incumbents assist art program coordinators by reviewing grant applications & drafting contracts or design & implement special assignments such as workshops or displays.

At the higher level, incumbents act as program coordinator for specific arts area.

At the highest level, incumbents assist in developing objectives, priorities & budgets for entire agency & oversee coordination of all arts programs within a specific assigned areas (e.g., Arts in Education, Community Development, Riffe Gallery) & supervise assigned staff.

**CLASS TITLE**:

**CLASS NUMBER**:

Fine Arts Specialist 1

64811

**EFFECTIVE DATE**:

03/07/2004

#### **CLASS CONCEPT:**

The full performance class works under general supervision & requires considerable knowledge of fine arts or humanities in order to review grant applications from artists or art organizations & draft grant contracts.

**CLASS TITLE:** 

**CLASS NUMBER:** 

Fine Arts Specialist 2

64812

#### **EFFECTIVE DATE:**

11/10/1996

#### **CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of fine arts or humanities in order to design & implement special assignments such as workshops or displays for specific arts area program.

**CLASS TITLE**:

**CLASS NUMBER:** 

Fine Arts Specialist 3

64813

#### **EFFECTIVE DATE**:

11/10/1996

### **CLASS CONCEPT**:

The advanced level class works under general direction & requires thorough knowledge of fine arts or humanities in order to act as program coordinator for specific arts area such as Individual Artists, Visual Arts & Crafts or Artists in Education.

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**CLASS NUMBER:** 

64815

Fine Arts Administrator

### **EFFECTIVE DATE**:

02/09/2003

### **CLASS CONCEPT**:

The administrative level class works under direction & requires thorough knowledge of fine arts or humanities in order to assist in planning & developing agency objectives, priorities & budgets, oversee operation of all arts programs within a specific assigned area (e.g., Arts in Education; Community Development; Riffe Gallery) & supervise assigned staff.

CLASS TITLE:	<b>CLASS NUMBER</b> :	<b>BARGAINING UNIT</b> :
Fine Arts Specialist 1	64811	14

03/07/2004

## <u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Prepares technical program information & reports for designated arts area (e.g., Individual Artists Program, Presenter/Touring Program, Media Arts) to include drafting grants contracts, reviewing final reports from grant recipients & compiling program statistical information (e.g., breakdowns of types of grant applications received, listings of grant applicant potentials, lists of types of artists & arts organizations not served by program) to be used by supervisor to compile report for formal presentation to Arts Council.

Assists fine arts specialist 2 on special program assignments (e.g., workshops, conferences) by verifying availability of speakers, coordinating registrations, preparing artists' travel arrangements, preparing exhibits & other related duties as directed.

Performs clerical duties for higher-level fine arts specialist (e.g., types lists & reports, greets guests, designs & implements filing system for program).

Acts for higher-level fine arts specialists in their absence as required (e.g., conveys program policies to public, answers questions regarding policies & procedures).

#### **MAJOR WORKER CHARACTERISTICS:**

Knowledge of humanities or fine arts; public relations. Skill in typing\*. Ability to deal with some abstract but mostly concrete variables; calculate fractions, decimals & percentages; prepare contracts &/or grants; cooperate with co-workers on group projects; gather, collate & classify information about data, people or things; handle sensitive inquiries from officials & general public.

(\*)Developed after employment.

#### MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate major core program in fine arts or humanities.

- -Or 24 mos. exp. in one of following fine arts areas: visual arts; performing arts, folk arts, community arts, presenter/touring, artists in education, literature, design arts or arts administration, 3 mos. trg. or 3 mos. exp. in public relations.
- -Or equivalent of Minimum Class Qualifications For Employment noted above.

## TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable.

#### **UNUSUAL WORKING CONDITIONS:**

May require travel.

CLASS TITLE:	<b>CLASS NUMBER</b> :	BARGAINING UNIT:
Fine Arts Specialist 2	64812	14

11/10/1996

# <u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Designs & implements special assignments (e.g., conferences, workshops, artists' meetings, displays) for specific arts area program (e.g., Individual Artists Program, Traditional & Minority Acts Program) to include establishing agendas, choosing speakers & scheduling effective events & presentations.

Responds to inquiries &/or makes field visitations in absence of other staff to convey program policies & procedures & information regarding special assignments (e.g., workshop, displays).

Collects & provides information regarding design & implementation of special assignments (e.g., suggestions for future types of workshops & their cost, ideas for reaching rural & inner-city Ohio with program) to assist fine arts specialist 3 in making budgetary & programmatic decisions & presenting such information to assistant directors, director, advisory panel & Arts Council.

Performs miscellaneous duties as assigned (e.g., picks up & transports guests or dignitaries from airport, works on special arrangements for panel meeting).

#### **MAJOR WORKER CHARACTERISTICS:**

Knowledge of humanities or fine arts; public relations; budgeting\*. Ability to comprehend & discuss highly abstract material; gather, collate & classify data; resolve complaints from angry citizens & officials.

(\*)Developed after employment.

#### MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in fine arts or humanities.

- -Or 12 mos. exp as Fine Arts Specialist 1, 64811.
- -Or equivalent of Minimum Class Qualifications For Employment noted above.

### TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

#### **UNUSUAL WORKING CONDITIONS:**

Not applicable.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Fine Arts Specialist 3	64813	14

11/10/1996

# <u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as program coordinator of one specific arts area (e.g., Visual Arts/Crafts, Individual Artists, Artists in Education, Traditional &Minority Arts, Presenter/Touring, Multi-Arts/Community, Media Arts, Dance/ Music, Performing Arts or Design Arts) to include maintaining listing of arts resources &/or contacts, consulting with state, national & local arts organizations (e.g., many non-profit organizations) & other individuals to explain agency policies & procedures, assessing needs & developing plans of service & budgets to meet those needs (e.g., workshop activities, exhibitions, conferences), developing evaluation system to measure goal development & encouraging grant applications & providing grants.

Coordinates design & implementation of special program assignments; collects technical information & drafts contracts & program reports; compiles reports necessary to make formal presentation to Arts Council; trains lower-level fine arts specialists in fine arts specialty programs & procedures.

#### **MAJOR WORKER CHARACTERISTICS:**

Knowledge of humanities or fine arts; budgeting; public relations; employee training & development\*. Ability to deal with many variables & determine specific action; calculate fractions, decimals & percentages; comprehend & discuss highly abstract material; resolve complaints from angry citizens & officials.

(\*)Developed after employment.

#### **MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in fine arts or humanities; 1 course or 3 mos. exp. in budgeting.

- -Or 6 mos. exp. as Fine Arts Specialist 2, 64812.
- -Or equivalent of Minimum Class Qualifications For Employment noted above.

## TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable.

### **UNUSUAL WORKING CONDITIONS:**

Requires travel.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Fine Arts Administrator	64815	EX

02/09/2003

# <u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists executive director in formulating objectives, priorities, budgets & evaluations for entire agency, designs administrative approaches to problems (i.e., designs processes for formal presentations to council, sets up system for constructing committees, discusses & determines number of workshops to be developed, determines publications to be made, designs grievance procedures) & assumes executive director's responsibilities in his/her absence (e.g., schedules emergency meetings, answers questions from legislators, gives speeches to explain agency policies, procedures & arts philosophy, takes necessary disciplinary action) & oversees coordination of all arts programs within a specific assigned area (e.g., Arts in Education; Community Development; Riffe Gallery) & supervises assigned staff.

Acts as liaison to public officials, arts organizations, private agencies & general public to explain & discuss policies & procedures; represents agency at intra-agency, intra-state & national meetings.

#### **MAJOR WORKER CHARACTERISTICS:**

Knowledge of fine arts or humanities; budgeting; management\*; labor relations\*; employee training & development; public relations; human relations\*. Ability to deal with many variables & determine specific course of action; comprehend & discuss highly abstract material; resolve complaints from angry citizens & officials.

(\*)Developed after employment.

#### **MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in fine arts or humanities; 6 mos. exp. as supervisor or manager or fine arts coordinator/director with budgeting experience.

- -Or 6 mos. exp. as Fine Arts Specialist 3, 64813.
- -Or equivalent of Minimum Class Qualifications For Employment noted above.

# TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable.

#### **UNUSUAL WORKING CONDITIONS:**

May require travel.