



CITY OF HUNTINGTON BEACH
Human Resources Department
2000 Main Street
Huntington Beach, CA 92648
<http://www.huntingtonbeachca.gov/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:
PROGRAM COORDINATOR - ARTS EDUCATION**

An Equal Opportunity Employer

SALARY

\$19.62 - \$26.30 Hourly

OPENING DATE: 01/27/23

CLOSING DATE: Continuous

DESCRIPTION:



This is an excellent opportunity to work for the [Community & Library Services Department](#) working under the direction of the Cultural Services Supervisor at the [Huntington Beach Art Center](#). The ideal candidate must possess the skills to initiate, develop, organize, and implement educational programs for the Huntington Beach Art Center. Excellent customer service and interpersonal skills are required.

Note: This recruitment may close at any time, and will close once the hiring manager determines that enough qualified applications have been received.

This position is a Non-Perm, Part Time

Temporary/part-time employment is restricted to 1,000 hours within a 12-month period (July 1 - June 30) and does not qualify to receive City benefits, except those required by law. The City does not belong to the Social Security system. However, enrollment in an alternative retirement program is mandatory which requires an employee contribution of 7 1/2% of base earnings to the Public Agency Retirement System (PARS). There are no rights to employment and employment may end with or without cause or advance notice. Further restrictions apply to CalPERS Retired Annuitants.

EXAMPLES OF ESSENTIAL DUTIES

Under the direction of the Cultural Services Supervisor:

- Develops and implements educational art programs. Employs a variety of educational techniques to reach diverse communities and those with special needs.
- Initiates a studio program to present educational programs in both technical and conceptual art skills. Selects and oversees a studio program, which includes contract classes, demonstrations, workshops and critiques.

- Maintains supplies and equipment for collaborative programs and projects
- Develops outreach programs and projects. Organizes annual family art event and grant funded educational programs.
- Maintains program records. Assists in developing budget for assigned programs.
- Works as a member of the Art Center team. Works effectively and efficiently with artists, community volunteers, educational institutions, and the public.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities necessary for successful performance in the position is qualifying. A typical combination includes:

Knowledge of: Principles and techniques in art education; contemporary art, artists and issues; program planning and delivery; program promotion; grant writing and funding; principles and practices of supervision; basic algebra and business math; recordkeeping systems; budgetary planning and preparation.

Ability to: Schedule, coordinate and deliver art education programs. Develop, present and market ideas and recommendations in both written and verbal form. Work as a team member on programs, projects, and assignments; give and follow oral and written instructions. Develop and maintain effective recordkeeping systems. Write reports, grants, and business correspondence. Work according to professional standards. Work effectively with a wide variety of groups and individuals.

Education: A high school diploma or equivalent. A Bachelor's degree in related field preferred.

Experience: A minimum of three (3) years directly related experience or training developing and/or administering art education programs.

License: Must possess a valid California Driver license and an acceptable driving record by the time of appointment. Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program due to the performance of field duties that may require operation of a City vehicle.

Certifications: Within three months of appointment must obtain **CPR/First Aid Certificates**.

APPLICATION AND SELECTION PROCEDURE:

- Application Review
- Department Interview
- Selection Process
- Background Investigation
- Appointment

Please Note: Our primary means of communication with applicants is sent via email; therefore, please include a valid email address on your application.

SUPPLEMENTAL INFORMATION

SPECIAL CONDITIONS

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.huntingtonbeachca.gov/jobs>

Job #9019-0123
PROGRAM COORDINATOR - ARTS EDUCATION
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PROGRAM COORDINATOR - ARTS EDUCATION Supplemental Questionnaire

- * 1. Indicate your highest level of education.
 - High School Diploma or equivalent (GED)
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree or higher
 - None
- * 2. If you possess an Associate's degree or higher, please indicate which field of study your degree is in. (If you do not possess an Associate's degree or higher, enter "N/A".)
- * 3. Do you possess at least three (3) years experience or training developing and/or administering art education programs?
 - Yes
 - No
- * 4. Please explain how your education, experience, and/or training have prepared you for the position of Arts Education Coordinator.
- * 5. Please tell us why you are interested in working part-time at the Huntington Beach Art Center.
- * 6. Please describe your familiarity with databases, technology and social media. (If you do not possess this type of experience, enter "N/A".)
- * 7. Please describe your experience working with a wide range of age groups. (If you do not possess this type of experience, enter "N/A".)
- * 8. Are you a CalPERS retired Annuitant?
 - Yes
 - No
- * Required Question