



## **Job Description Classification**

**COORDINATOR OF ARTS ON CAMPUS - JSC  
VSC UP PAT Bargaining Unit**

**Grade 12  
Exempt**

### **BASIC FUNCTION**

To direct and coordinate visual arts activities that build community through engagement among students, staff and faculty.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Direct and coordinate the planning and display of all art exhibits on campus especially in the Julian Scott Memorial Gallery and the Dibden Center for the Arts and, as needed, exhibit space in the Visual Arts Center. Continue to expand art exhibits throughout the campus. Engage students, faculty and staff in all phases of this process.
- Design or identify, and implement programs and activities that foster interaction among students, faculty and staff with art as the organizing principle.
- Develop and promote opportunities for different departments to display their work and findings to increase cross-disciplinary interaction and discussion among students and faculty. Work with faculty to identify curricular links with the arts.
- Represent the College and serve as the primary liaison with local organizations, schools and individuals to increase community involvement in the arts, and expand and strengthen links between the College and the community.
- Foster student retention and success through student participation in the community's cultural programs.
- Identify opportunities for students and fine arts faculty to travel to other arts and cultural venues in support of curriculum.
- Hire, train and supervise work of student assistants.
- Prepare documentation and reports as required.
- Develop and administer program budget, as appropriate.

### **SUPERVISION RECEIVED**

Direction is received from the Dean of Academic Affairs.

## **SUPERVISION EXERCISED**

Administrative and functional supervision of student assistants.

## **MINIMUM QUALIFICATIONS**

Master of Fine Arts, plus four years of teaching visual arts at the college level, and three or more years of experience in gallery/studio management; or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of knowledge in all areas of visual arts, and skills in one or more areas.
- Demonstrated ability to design, produce and promote effective art exhibits.
- Demonstrated ability to engage students in activities and learning beyond their core discipline.
- Ability to work effectively with and represent the College to the local community.
- Strong communications skills.
- Good planning, organizational and administrative skills.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**

September 2007