



CITY OF URBANA
Human Resources Division

ARTS & CULTURE COORDINATOR

JOB DESCRIPTION

Department:	Community Development Services	Division:	Economic Development
Work Location:	Urbana City Hall	Percent Time:	100% (1.0 FTE)
Job Type:	Civil Service	FLSA Status:	Non-Exempt
Reports To:	Economic Development Manager	Union:	Non-Union

JOB SUMMARY

Under general supervision of the Economic Development Manager, the Arts & Culture Coordinator is responsible for a broad range of administrative and technical functions related to the promotional and administration of the Arts & Culture Program and its various events and initiatives, including staffing the Urbana Arts & Culture Commission, collecting and developing information related to arts-related initiatives within the community, coordinating a variety of arts-related tasks for economic development, and assistance with other economic development and community development activities. Several key functions include coordination of the Arts & Culture program, organization of special events, grants administration, and representation with community partners. This position requires the ability to exercise sound independent judgment, work effectively with minimal supervision, and work collaboratively in a dynamic, team-oriented environment.

ESSENTIAL FUNCTIONS

- Actively supports and upholds the City's mission and values.
- Administers the City's Arts & Culture Program.
- Serves as primary staff to the Urbana Arts & Culture Commission in developing, implementing, and evaluating long-range plans, procedures, and policies for the Arts & Culture Program.
- Prepares, distributes, and updates promotional materials for City-sponsored public arts installations, cultural events, and special programs.
- Prepares and submits accurate and timely reports, memoranda, research, and presentations to the Director of Community Development Services and/or Economic Development Manager for City Council, Urbana Arts & Culture Commission, State of Illinois, and Champaign County, as required. May present information to City Council and/or other boards and commissions as assigned.
- Maintains a current Urbana Arts & Culture page on the City's website; identifies opportunities to

- showcase Central Illinois in regional and national public arts venues and publications.
- Promotes and administers the Urbana Arts Grant Programs, Percent for Art on Municipal Building Projects program, Arts & Culture programming at Urbana's Market at the Square, City Hall art exhibits for "Artist in the Corridor," and other City-sponsored programs.
- Develops, negotiates, and monitors contracts with artists, arts organizations, or other organizations related to public arts programming.
- Assists in fundraising activities; seeks and prepares grant applications or proposals to support the Arts & Culture Program, as necessary.
- Monitors expenditures and budgets related to public arts programming; makes purchases and procures goods and services related to public arts in compliance with the City's procurement policy and other applicable policies.
- Administers all grant management and reporting directly and primarily related to the Arts & Culture Program.
- Coordinates the development of an Annual Arts & Culture Program plan.
Serves as liaison between City, artists, and/or business organizations, including other City departments and divisions, 40 North|88 West, Urbana Historic Preservation Committee, Urbana Park District, Urbana School District 116, Urbana Free Library and Foundation, the University of Illinois, City of Champaign, Champaign County, and other arts and/or business organizations and artists.
- Maintains various inventory databases and archives, including the Urbana Public Arts Collection and Projects (including artists' contacts and contracts, project maintenance requirements, and other project specific information) and of cultural events sponsored or facilitated by the Urbana Arts & Culture Program (including Downtown Festival Grants, the Night Market, etc., and information regarding contracts, costs, attendance, and other specific information).
- Assists in the development, marketing and implementation of various development incentive programs related to the arts.
- Coordinates, promotes, and facilitates various public events, including public input sessions, exhibits, and workshops, as assigned.
- Works collaboratively with division, department, and City staff on City-wide and economic development events and other events and activities as required or assigned.
- Responds to or assists in responding to information requests, Freedom of Information Act (FOIA) requests, and general inquiries from the public, media, artists, other public art programs, and community partners.
- Collaborates with and supports other Economic Development staff on the promotion of local businesses, business-related events, and activities, and downtown Urbana.
- Continuously seeks process improvements in all operations with the ultimate goal to improve the quality of customer service.

- Assists the public with inquiries, requests, and/or problems in a friendly, respectful, courteous, and professional manner; maintain a professional and courteous attitude with all people, including fellow employees, members of the public, management, board and commission members, elected officials and members of the media. Cooperates with other departmental/division personnel to ensure customer service standards are consistently practiced.
- May supervise volunteers, interns, or other temporary staff performing work related to public arts programming.
- Recognizes situations which are beyond own limits and directs them to the appropriate person.
- Maintains ongoing communication with supervisor, informing them of pertinent problems, irregularities, new developments, changes and other important information within area of responsibility.
- Maintains confidentiality in performing assignments relative to any information received directly or indirectly. Ensure that sensitive or confidential information is kept secure.
- Complies with City policies and procedures.
- Reports to work on time and as scheduled.
- Performs other related duties as assigned.

This information is intended to be descriptive of the key responsibilities of the position. The preceding examples do not identify all duties performed by any single incumbent.

JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- A bachelor's degree in arts administration, fine arts, public administration, business administration, planning, communications or related field.
- At least two (2) years of professional experience working for a public or private agency with a primary focus on hospitality management, communications, public relations, arts education, program administration, business administration, urban planning, public engagement, marketing, or related.
 - *Substitutions:* A master's degree in a related field may substitute for one year of the required experience. Additional professional experience may be substituted for the education requirement on a year-for-year basis.
- Demonstrated experience with dynamic program assessment and evaluation, as well as artistic and cultural programming is strongly preferred.

Note: The word "experience" refers to full-time paid experience; part-time experience including internships may be accumulated and pro-rated to meet the total experience requirements.

Knowledge and Skills

- Advanced knowledge and familiarity of the theory, principles, practices and procedures of public art programs.

- Superior written and oral communication skills including the ability to write reports, business correspondence, procedural manuals, develop brochures and materials for public distribution, and make presentations.
- Knowledge of municipal government process and procedures, or the ability to learn.
- Knowledge of business English and basic math skills.
- Knowledge of public art policies, including artist selection processes, contracting, project management and public processes associated with art projects.
- Budgetary and financial record keeping techniques and preparation.
- Knowledge of current issues, trends, and initiatives with public art on a local, regional, and national basis.
- Proficiency with Microsoft Office software such as Word, Excel, PowerPoint, Outlook, etc.
- Proficiency with graphics software such as Adobe Illustrator, Adobe Photoshop, and Canva.
- Demonstrated knowledge of desktop publishing, marketing and promotional materials development.
- Knowledge in messaging, audience and social media engagement, and media relations. Media training is preferred.
- Excellent interpersonal and conflict management skills.
- Strong organizational and project/process management skills.
- Outstanding customer service skills; knowledge of principles and practices for providing excellent customer service, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

ABILITY TO:

- Effectively communicate with the members of the public, businesses, elected officials, and other groups.
- Prepare, monitor and administer program budgets and contracts.
- Manage art projects at various stages of development.
- Manage all phases of the design, fabrication, and installation of public artwork.
- Establish exceptional organizational processes and procedures, multi-task, prioritize work and meet deadlines.
- Prepare reports and proposals; present recommendations orally and in writing.
- Create and use graphics appropriate for written documents and web pages.
- Professionally and effectively conduct public and community meetings and events.

- Maintain composure during difficult situations; possess problem and conflict resolution skills.
- Safely operate City vehicles.
- Exercise discretion and sound independent judgment.
- Calmly and effectively address unforeseen situations and/or complaints that may arise during day of events.

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Must possess a valid State of Illinois driver's license or obtain one within 15 days of Employment and maintain a safe driving record.

Special Requirements

- May be required to attend events, commission meetings, and provide programming assistance outside of normal business hours.
- Responsible for working with youth.

Job Dimensions

Supervision received

- This position works under the general supervision of the Economic Development Manager; the incumbent develops procedures for performing a variety of duties or performs complex duties within established policy guidelines.

Level and complexity of supervision exercised

- This position may be responsible for supervising Arts & Culture interns, temporary/contingent staff, and community volunteers. This includes ensuring policies are followed, enforcing safety standards, verifying and submitting accurate time sheets, monitoring performance, and recommending performance management actions.

Security Level

- **MVR:** Essential functions require frequent use of City vehicles.
- **CVA:** essential functions require specific or frequent work with children and/or vulnerable adults with minimal supervision.

Contacts: Internal/External

- Daily contact with general public and City staff.
- Regular contact with the Urbana Arts & Culture Commission; businesses, community and governmental stakeholders and partner organizations.
- Ongoing contact with collaborating partners including nonprofits, businesses and community organizations, with high levels of interaction during special events.
- Ongoing contact with Arts & Culture program participants with high levels of interaction during Arts & Culture grant cycles.
- Occasional contact with City Council and various City board and commission members.

Supplemental Information

Physical Demands and Working Conditions

- **Physical Demands:** Ability to sit and/or stand for prolonged periods. Work may occasionally require bending, kneeling, and/or squatting to observe or review art installations or other materials, and may require occasional reaching above the head or stretching to oversee or assist with events set-up and tear-down of tables, chairs, tents, and supplies. Work is mostly sedentary, but may occasionally require light to medium lifting of 20-50 pounds and carrying to retrieve boxes, packages, supplies, or set up tables, chairs, and/or tents for public events. Hearing sufficient to understand conversations and distinguish sounds in quiet and noisy environments; vision sufficient to read and review materials and work in progress, to visually inspect digital and print artwork accurately, distinguish color, and safely operate a vehicle.
- **Working Conditions:** Work occurs both indoors in a standard office environment and outdoors. Some Arts & Culture events occur in an outdoor venue. Work involves exposure to a variety of temperature and weather conditions; exposure to loud noises and traffic; vehicle fumes.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Class Specification History

New Class: August 26, 2026

For HR/Finance Use

Title Code	Pay Grade 108
EEO Category	