

Summary of Duties : Perform professional curatorial work at the City's art galleries and with the City's permanent art collection. Secures, arranges, installs, and maintains art exhibitions; solicits donations and loans, technical advice and labor; prepares materials to describe and publicize exhibits and special events; supervises development, installation and maintenance of exhibitions; inventories the City's permanent art collection, or supervises such work; promotes interest in the City's visual arts program and does related work.

Distinguishing Features : The City's art program includes the use of paintings, sculptures, and other works of art forming the permanent art collection, and the planning and organizing of special art events and exhibitions. The Art Curator and the Visual Arts Director are primarily responsible for selecting, exhibiting, and maintaining these works of art.

The Art Curator assists the Visual Arts Director by conducting research directed toward the preparation of exhibitions and publishing of articles relating to exhibits. An Art Curator may design and install exhibits and give expert information to the public relating to fine arts.

The basic responsibility of the Visual Arts Director is to supervise and administer the art program under the direction of the General Manager Cultural Affairs. An employee of this class plans and makes arrangements for exhibitions, special events, and for the use of the permanent art collection. The Visual Arts Director supervises full and part-time staff, maintains the budget, monitors expenditures, and is responsible for facility management; and makes recommendations concerning the art program to the General Manager Cultural Affairs.

Examples of Duties : Art Curator : Contacts art collectors, artists, and professional groups to obtain the use of works of art and to elicit their cooperation in the City's art program; plans and arranges for panel discussions, lectures, film series and other special programs; prepares art publications and catalogs, reads, proofs and checks design, layout, and cuts with printer; coordinates the distribution and sale of art publications and catalogs; works with the public relations specialist in writing publicity releases; acts as registrar in setting up and maintaining records pertaining to location, condition, and terms of acquisition of works of art owned by, or loaned to, the City; makes periodic checks on the location and condition of such works; and may obtain data for the Cultural Affairs Commission for art submissions.

Determines the condition of all works of art on receipt and dispersal; arranges for the insuring and transportation of works of art; arranges for receptions, civic group meetings, and special events related to art exhibits; speaks before civic and art groups concerning exhibits

and the City's art program; prepares or supervises the preparation of art publications and catalogs.

Visual Arts Director : Participates in and supervises the above work; oversees the plans, directions, and methods of the Municipal Art Gallery's education department; supervises the design layout of departmental printing and especially the mailing of invitations and announcements of special gallery events; cooperates in major art activities co-sponsored by the City and other civic or private groups participating in special exhibitions and events; works with service groups participating in the City's art programs; works with other City employees in coordinating music and art surveys and reports relating to the architectural and art activities concerning works of art and civic art events; meets regularly with the support groups for review of exhibition policy and fund-raising strategies, and advises these groups in the direction of support activities, including membership fund-raising activities; reports to the Cultural Affairs Commission on the supervision of the City Collection, its accession and deaccession policies, and the registration, inventory and maintenance of the City Collection; prepares and oversees the preparation of state, national, and foundation grants; may serve on grant panels and juries for the department.

Incumbents of these classes may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications :

<u>Knowledges</u> :	<u>Art Curator</u>	<u>Visual Arts Director</u>
History of various fields of art and architecture;	Good	Good
Planning and conducting of art exhibitions;	Good	Good
Work of contemporary artists;	Working	Good
Art activities in Los Angeles area;	Good	Good
Safety principles and practices;	Good	Good
Laws and regulations related to equal employment opportunity and affirmative action;	Working	Good

Qualifications :

<u>Knowledges</u> :	<u>Art Curator</u>	<u>Visual Arts Director</u>
City personnel rules, policies, and		

procedures;	General	Good
Memoranda of understanding as they apply to subordinate personnel.	General	Good
Budget procedures and financial administration.	General	Good

Abilities :

Select and arrange pictures and works of art for art exhibits;	X	X
Judge critically the quality of art and architectural works;	X	X
Assist in writing publicity articles, catalogs, and lectures;	X	X
Deal tactfully and effectively with employees and the public;	X	X
Speak effectively in public;	X	X
Manage the business aspects of borrowing, transporting, assembling, and insuring works of art.	X	X
Network with peer associates in the contemporary art field, including museum management and curatorial personnel and artists' representatives.	X	X

Graduation from a recognized four-year college or university with a major in Art History or Fine Arts Instruction; or three years full-time paid art curatorial experience is required for Art Curator.

Graduation from a recognized four-year college or university with a major in Art History or closely related field; or four years full-time paid art curatorial experience is required for Visual Arts Director.

Training in an art school may be substituted on a year-for-year basis for the required education for Art Curator and Visual Arts Director.

License : A valid California driver's license is required.

Physical Requirements : Strength to perform average lifting up to 35 pounds and occasionally over 75 pounds; arm, hand, and finger dexterity with both hands involved in activities such as reaching, handling and feeling; good speaking and hearing ability; and good eyesight including good color discrimination.

Persons with medical limitations may, with reasonable accommodations,

be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.