# CITY OF TEMPE
## Temporary Employment Opportunity

Community Services Department · Library & Cultural Services · 700 W. Rio Salado Parkway · 480-350-5160 · TDD (480) 350-8400

## Public Art Assistant
City of Tempe / Community Services Department - Library and Cultural Services Division

**Opening Date:** **Jan. 24, 2013**

**Closing Date:** **Feb. 7, 2013**

**Hourly Wage:** **$14.50**

**Work Schedule:** **19.5 hours with flexible days/times (Monday–Friday). Required second Wednesday of each month from 6-8 p.m.**

**This is a Temporary Non-Benefitted position.**

This position assists in the planning, coordination and implementation of Public Art and Arts Grants. This includes meeting planning, clerical support, research, artist assistance and project documentation.

**Education and/or Experience**

Related professional experience and/or completed course work in the visual arts, art history, museum studies, urban planning and arts administration. Bachelor's Degree preferred, but not required.

**Essential Job Duties and Responsibilities**

- Assist in the process of selecting artists for commissioned projects and assisting with selection panels and public presentations of proposals.
- Assist with Arts Grants management and application processing including documenting information and preparing materials for panel review.
- Act as secretary for the Tempe Municipal Arts Commission including attending and recording meetings (second Wednesday of each month from 6-8 p.m.).
- Good written and verbal communication skills. Respond to inquiries from public, city staff, artists and partners via telephone, e-mail, written correspondence and social media.
- Ability to work on multiple concurrent projects and demonstrate effective time management and organization skills. Initiative and self-starter skills are essential.

**Applicant Requirement:**

Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization. An attached resume for review is appreciated. Please apply in-person, mail or email application and resume.

**SUBMIT APPLICATION TO:**
**Attn: Maja Aurora**
**Tempe Center for the Arts**
**700 W. Rio Salado Parkway**
**Tempe, Arizona 85281**

**For questions, please contact:**
**Maja Aurora**
**Arts Coordinator**
**Maja_Aurora@tempe.gov**
**480-350-5160**

An equal opportunity/reasonable accommodation employer