



**CITY OF MIDDLETOWN  
VACANCY ANNOUNCEMENT**

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**POSITION TITLE:** ARTS/CULTURE COORDINATOR

**SALARY RANGE:** \$55,369 - \$81,889

**HOURS OF WORK:** 8:30 a.m. – 4:30 p.m.

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The City of Middletown is accepting applications for the position of Arts/Culture Coordinator. This position is located in the Middletown Arts/Culture Office. Completed City of Middletown *Application for Employment* forms must be received in the Human Resources Division **no later than 4:30 p.m. on May 16, 2018.** Complete job description and application forms may be obtained in the Human Resources Division, Room 206, Middletown Municipal Building, 245 deKoven Drive, Middletown, Connecticut 06457; or, applications can be printed from our website at [www.Middletownct.gov](http://www.Middletownct.gov). Click on *Employment*. (Faxed or e-mailed applications are not accepted.)

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB**

**FUNCTIONS:** Bachelor's degree in Arts Administration, Fine Arts, Art History or a closely related field with one year of related experience in arts program administration or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires possession of a valid Connecticut driver's license. **(Copies of required licenses or certifications must be attached to application)**

**POSITION PURPOSE:** The purpose of this position is to plan, develop and administer a multipurpose municipal arts and culture program to promote awareness and appreciation of the arts, to provide creative planning and development of program and services for the community. The work is performed under the direction of the Mayor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Examples of):** Plans, develops and administers arts/cultural programs and opportunities; develops and administers events and projects to promote the arts. Assists and provides services to civic, cultural, business and community organizations in the development and presentation of arts and cultural programs and in developing community awareness and participation in the arts. Serves as liaison to Schools, Cultural Council, Chamber of Commerce and other community groups. Administers approved budget; initiates fundraising activities to offset program costs; monitors arts and governmental publications to seek funding support; administers grants and prepares related reports; assists Commissioners with budget analysis. Prepares regular narrative and statistical reports; drafts preliminary agreements and contracts for services for approval by City Attorney. Prepares informational booklets, release forms, brochures and other materials to promote the arts. Oversees the work of clerical staff, temporary and seasonal employees; coordinates activities with other City departments, other communities, state and local agencies, etc. Serves as marketing resource for other City Departments in support of community-based programs. Performs other related functions as assigned or required.

The City of Middletown provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need accommodation in the application or testing process, please contact the Human Resources Division prior to the application closing date or the testing date, whichever is applicable.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Issued: 4/25/18