



**Code: 1756**  
Family: Public Relations and Creative Arts  
Service: Administrative  
Group: Statistical, Technical And Analytical  
Series: Statistical

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## **CLASS TITLE: CULTURAL AFFAIRS COORDINATOR II**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, performs at the fully functional level, participating in the development, coordination and promotion of cultural and arts programming for the visual arts, performing arts and other creative aspects within the Department of Cultural Affairs and Special Events (DCASE), and performs related duties as required

### **ESSENTIAL DUTIES**

- Participates in meetings with artists, musicians, performers and technical staff to discuss plans of upcoming exhibits, musical performances, city-wide festivals and cultural events
- Coordinates the set-up of exhibits and displays and oversees staff responsible for providing technical support (e.g. arranging seating, lighting, audio-visual equipment)
- Formats and reviews contract agreements for artist performances, technical services and space reservations for the Cultural Center and forwards for approval
- Performs outreach to the city's arts and cultural communities in order to recruit artists and performers for upcoming events
- Participates in the design of promotional materials and the implementation of marketing campaigns to publicize arts programming and special events
- Assists in researching and writing grant proposals for funding and in planning fundraising activities to solicit program funding
- Reviews the accuracy of invoices for payment and monitors expenditures of program budgets
- Prepares and maintains activity reports of assigned programs and events
- Conducts research and identifies industry trends to assess the feasibility of developing new arts programming, as required
- May represent the city at conferences and showcases to provide information of local arts related resources

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Six (6) years of program development or administration experience in the area of visual arts, performing arts or creative arts programming, **OR**
- Graduation from an accredited college with an Associate's degree, PLUS four (4) years of program development or administration experience in the area of visual arts, performing arts or creative arts programming, **OR**
- Graduation from an accredited college or university with a Bachelor's degree, PLUS two (2) years of program development or administration experience in the area of visual arts, performing arts or creative arts programming, **OR**

- Graduation from an accredited college or university with a Master's degree or higher, PLUS one (1) year of program development or administration experience in the area of visual arts, performing arts or creative arts programming

**Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- General office environment
- May be exposed to extreme weather conditions

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, scanners)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Moderate knowledge of:

- \*various arts disciplines including visual, performing, and creative arts (e.g. film, fashion)
- current trends and standards in one or more arts programming areas or genre
- City's performing arts community (e.g. performers, musicians, dance artists, arts professionals)

Some knowledge of:

- fundraising practices, and techniques
- \*applicable computer software packages
- \*program planning and administration

Knowledge of applicable City and department ordinances, policies, procedures, and regulations

Other knowledge as required for successful performance in the Cultural Affairs Coordinator I class

**Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- COORDINATION WITH OTHERS – Adjust actions in relation to others' actions
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Cultural Affairs Coordinator I class

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences

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- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- COME UP WITH IDEAS – Come up with a number of ideas about a topic
- DEMONSTRATE ORIGINALITY - Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem

Other abilities as required for successful performance in the Cultural Affairs Coordinator I class

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- COOPERATION – Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ANALYTICAL THINKING – Analyze information and use logic to address work of job issues and problems

Other characteristics as required for successful performance in the Cultural Affairs Coordinator I class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
March, 2013

Minimum qualifications updated: March, 2021  
April 2025