



Job Description

Job Title: Public Arts Committee Administrator
Reports To: Director, Newport Visual Arts Center
FLSA Status: Non-Exempt – Part-Time (approx. 8 hrs week)
Updated: February 2025

POSITION SUMMARY

The Newport Public Art Advisory Committee (NPAAC) is dedicated to fostering cultural enrichment and community pride by integrating art into public spaces. The committee supports the creation of artworks that complement the natural beauty, diverse identities, and history of the region while serving as a resource for local artists, civic leaders, and community members seeking to develop public art projects.

The Public Arts Committee Administrator will develop, plan, and organize projects and initiatives in support of the NPAAC, under the general direction of the Newport Visual Arts Center and Oregon Coast Council for the Arts. Through collaborations with City departments, citizens, and partner organizations, the Public Arts Committee Administrator will also coordinate meetings and activities of the NPAAC while contributing to the promotion, creation, and preservation of public art in Newport, Oregon.

RESPONSIBILITIES

- Serve as an administrative resource for the Newport Public Art Advisory Committee (NPAAC) and provide logistical support as needed.
- Assist with drafting communications, contracts, and committee materials.
- Take meeting minutes at all NPAAC meetings
- Organize and monitor logistical plans to implement both new and ongoing public art initiatives.
- Serve as a liaison between OCCA staff and committee members
- Maintain accurate and timely records regarding public art inventory, artwork maintenance, and artwork deaccessions
- Oversee the installation of artwork
- Maintain accurate and accessible records for projects, grants, and other organizational needs.
- Assist in researching, writing, and organizing grant applications and supporting materials as needed
- Present updates and staff reports to the NPAAC
- Foster positive collaborations with community partners
- Contribute to a positive work environment by exemplifying professionalism, teamwork, and effective communication.
- Embrace OCCA's core values of belonging, learning, creativity, inclusion, and collaboration
- Perform other duties as assigned to support OCCA's mission and strategic goals.

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability*

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

EXPERIENCE

- Prior experience in administrative roles, preferably within a nonprofit, arts organization, or related field.
- Familiarity with public arts programming, event coordination, and/or grant writing is a plus.

Knowledge, Skills, and Abilities:

- Passion for the arts and a belief in the importance of arts access.
- Strong organizational and time-management skills and the ability to manage multiple tasks and deadlines simultaneously.
- Proficiency in Microsoft Office Suite, Slack, Google Suite, and online scheduling tools.
- Exceptional communication, diplomacy and problem-solving skills.
- Knowledge of community arts and cultural programs, including the planning and promotion of events.
- Ability to foster productive relationships with artists, staff, community members, and partners.
- Ability to coordinate logistics of artwork maintenance and deaccessions
- Strong customer service skills while interfacing with both internal and external stakeholders
- Ability to work a flexible schedule including holidays, nights, and weekends and ability to respond to emergency situations by phone or in person
- Ability to respond effectively to sensitive inquiries and complaints
- Dependable and a self-starter
- Ability to be productive and calm under pressure

PHYSICAL DEMANDS *The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to use hands to handle or feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT *The work environment characteristics described here 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.*

While performing the duties of this job, the employee occasionally may be exposed to outside weather conditions, which occasionally may include extreme cold or extreme wind and rain. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

This job description does not represent, nor is it intended to be a complete and exhaustive detailed list of all job duties and requirements. Other duties and responsibilities may be assigned and/or changed at the discretion of management, with or without advance notice.

Management reserves the right to revise this job description at any time. Additionally, this job description is not a contract for employment.