



## **HUMAN RESOURCES DEPARTMENT**

**City of Burlington**

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**To: Board of Finance**

**From: Julie Hulburd, HR Generalist**  
**Susan Leonard, Director of Human Resources**

**Date: May 20, 2013**

**Re: Reclassification and title change of the BCA Art Sales and Leasing Coordinator  
Limited Service Part-Time to Limited Service Full Time Exhibitions and Sales Coordinator**

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We respectfully bring forward and recommend the reclassification of the Art Sales and Leasing Coordinator, Limited Service Part-Time position within the Burlington City Arts Department (BCA) as requested by Director Doreen Kraft.

At the present time, the Art Sales and Leasing Coordinator is a Limited Service Part-Time 30 hour a week position. The position is currently graded in the Modified Willis Compensation System as a Grade 17 with a corresponding hourly wage of \$22.56. At 30 hours per week, the annual salary for this position is currently \$35,194.35. Ms. Kraft requests the position be reclassified from a Limited Service Part-Time position to a Limited Service Full-Time position. The additional ten hours would result in a new annual salary \$46,925.81. According to Ms. Kraft, this will represent at \$600 increase to the BCA FY13 budgeted salaries assuming that the position is filled by June 10<sup>th</sup> and an FY14 increase of \$7,900. This position is now vacant.

As Director Kraft states in her memo, the change in position title from Art Sales and Leasing Coordinator to Exhibitions and Sales Coordinator more accurately reflects the position duties and the industry nomenclature. There are no changes to the job description substantive enough to require a grade change within the Willis System.

Attached please find supporting documentation for the above requests including: current organizational chart, updated organizational chart, position job description, and Ms. Kraft's memo. If approved, the above reclassification will be effective following City Council approval and upon Mayoral signature of the resolution.

Thank you for your consideration.

May 15, 2013

HR  
Susan Leonard  
City of Burlington, VT

Dear Susan,

Thank you and Julie for your support in BCA's continuing work to align staffing with our strategic plan. I am requesting approval for an increase in the hours for Arts Sales and Leasing Coordinator (PTR) 30 hours to 40 hours. This continues the reorganization of BCA Center division within BCA. The title of this position would change to Art Sales and Exhibitions Coordinator.

The budget impact in FY 13 would be \$600 and in FY14 \$7900 assuming approvals and a start date of June 10th. These increases would be covered by raising revenue through art sales and increased corporate sponsorship and major gifts.

Again, thank you for your support.

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Sincerely,

Doreen Kraft  
Executive Director

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EXECUTIVE DIRECTOR

Doreen Kraft

## City of Burlington Job Description

**Position Title:** Art Sales and Exhibitions Coordinator ~~Art Sales and Leasing Program Coordinator~~

**Department:** Burlington City Arts

**Reports to:** Assistant Director

**Pay Grade:** 17-~~(Limited Service 75%)~~

**Job Code:** 1126

**Exempt/Non-Exempt:** Non-Exempt

**Union:** Non-Union

### General Purpose:

This position is responsible for professional development and management of art sales, leasing clients and artwork for BCA.

**Essential Job Functions:** (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Develop client base and facilitate art sales and other art services to both corporate and private clients.
- Manage art purchases, rights and negotiate fair prices for both clients and artists.
- Acquire new clients through networking referrals, and relationship with development office.
- Maintain existing client relationships.
- Negotiate contracts with new and existing leasing clients.
- Co-ordinate transportation, handling and installation of new or existing artwork.
- Assess and document existing collections and inventories as needed.
- Oversee growth and management of ~~artists database~~ artists database from in and around Vermont.
- Curate and install artwork at different sites around the Burlington region.
- Evaluate use of space and design aesthetic of space in relationship to art placement.
- Manage the Art Sales and Leasing program budget; including annual and monthly projections; generate reports and monthly balance spreadsheets.
- Co-ordinate client invoicing and vendor negotiations and payments; artist commission payments.
- Manage yearly fundraising events.
- Support exhibitions for BCA as needed.

- Participate in BCA's strategic planning process and staff development

### **Non-Essential Job Functions:**

- Performs other duties as required.

### **Qualifications/Basic Job Requirements:**

- A Bachelors degree in studio art, art history, or related field and one year of experience handling art in a museum or gallery required
- Strong interpersonal and communication skills, both oral and written, required.
- An advanced degree in Museum Studies preferred.
- Demonstrated experience with exhibition and or/architectural design preferred
- Demonstrated understanding of aesthetic concepts required
- Demonstrated knowledge of budget preparation and accounting methods required.
- Ability to professionally represent the City of Burlington and the City Arts Department in all dealings with artists, members of the general public, local officials, City Arts Board members, etc.
- Ability to complete installation of exhibited artwork, including, but not limited to lifting, use of a ladder, and use of a drill, other power and manual tools, etc.
- Ability to work effectively with a wide variety of clients, public and vendors.
- Familiarity working in a Windows-type OS, including knowledge of spreadsheet and word processing software preferred.
- Knowledge of art world and contemporary artists with a regional emphasis
- Experience with fundraising preferred.
- Ability to work evenings, weekends and holidays as required.

### **Physical & Mental/Reasoning Requirements; Work Environment:**

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

<input checked="" type="checkbox"/> seeing	<input checked="" type="checkbox"/> ability to move distances	<input checked="" type="checkbox"/> lifting (specify)
<input checked="" type="checkbox"/> color perception	within and between	50__ pounds
(red, green, amber)	warehouses/offices	<input checked="" type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	<input checked="" type="checkbox"/> climbing	50__ pounds
<input checked="" type="checkbox"/> clear speech	<input type="checkbox"/> ability to mount and	<input checked="" type="checkbox"/> driving (local/over
<input checked="" type="checkbox"/> touching	dismount forklift/truck	the road)
<input checked="" type="checkbox"/> dexterity	<input type="checkbox"/> pushing/pulling	
<input checked="" type="checkbox"/> hand		
<input checked="" type="checkbox"/> finger		
<input type="checkbox"/> reading - basic	<input type="checkbox"/> math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension

<input type="checkbox"/> _x_ reading ó complex	<input type="checkbox"/> _x_ math skills - complex	<input type="checkbox"/> _x_ judgment/decision making
<input type="checkbox"/> _ writing - basic	<input type="checkbox"/> _x_ clerical	
<input type="checkbox"/> _x_ writing - complex		
<input type="checkbox"/> _ shift work	<input checked="" type="checkbox"/> _ outside	<input type="checkbox"/> _ pressurized equipment
<input type="checkbox"/> _x_ works alone	<input type="checkbox"/> _ extreme heat	<input checked="" type="checkbox"/> _ moving objects
<input type="checkbox"/> _x_ works with others	<input type="checkbox"/> _ extreme cold	<input checked="" type="checkbox"/> _ high places
<input type="checkbox"/> _x_ verbal contact w/others	<input type="checkbox"/> _ noise	<input checked="" type="checkbox"/> _ fumes/odors
<input type="checkbox"/> _x_ face-to-face contact	<input checked="" type="checkbox"/> _ mechanical equipment	<input checked="" type="checkbox"/> _ hazardous materials
<input type="checkbox"/> _x_ inside	<input checked="" type="checkbox"/> _ electrical equipment	<input type="checkbox"/> _ dirt/dust

**Supervision:**

Directly Supervises: ☐\_1(part-time)\_

Indirectly Supervises: ☐\_

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

**Approvals:**

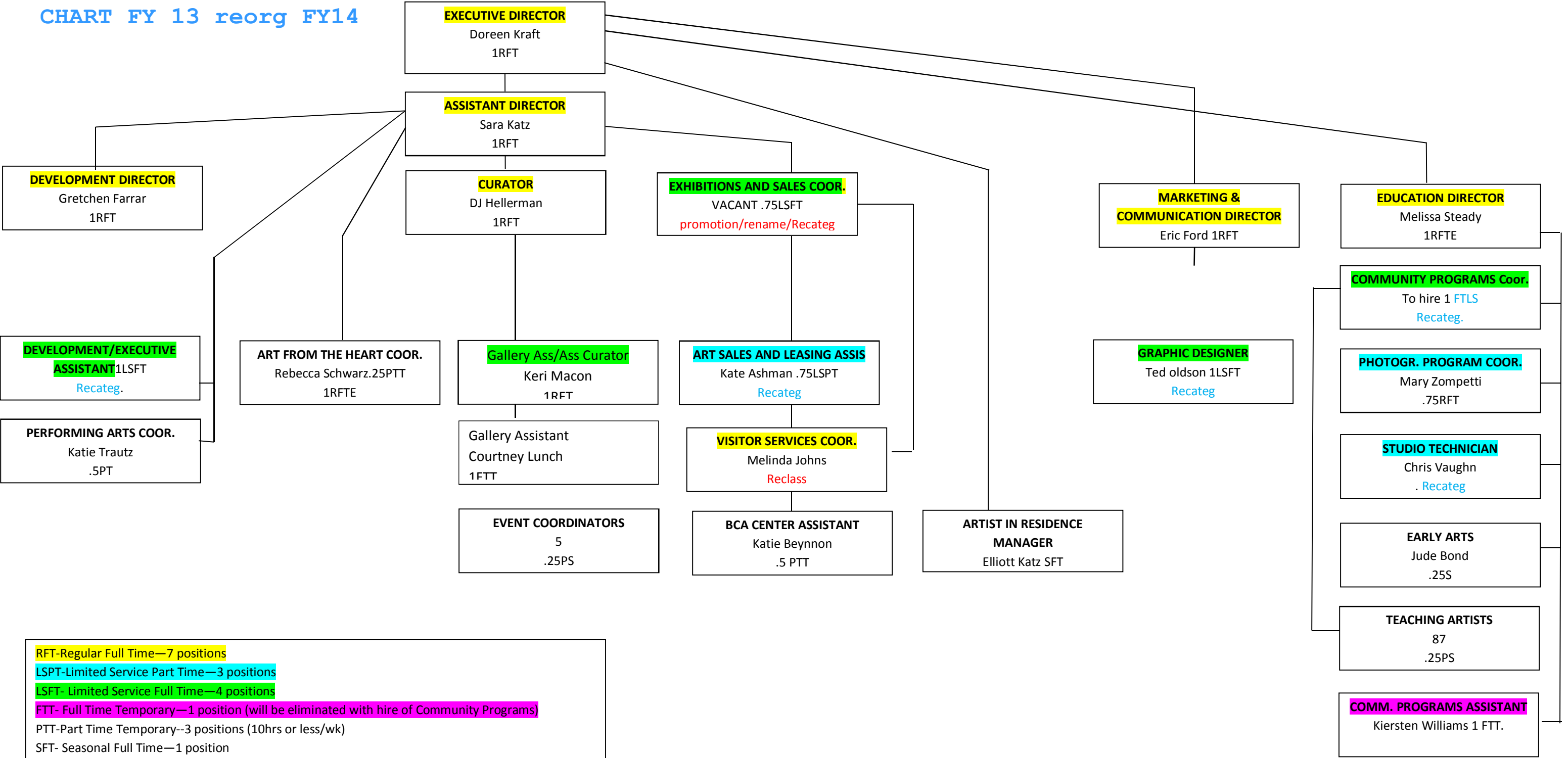
Department Head:  Date:

Human Resources:  Date:

Created Dec 2008, updated Dec 2011.

Updated May 14, 2013

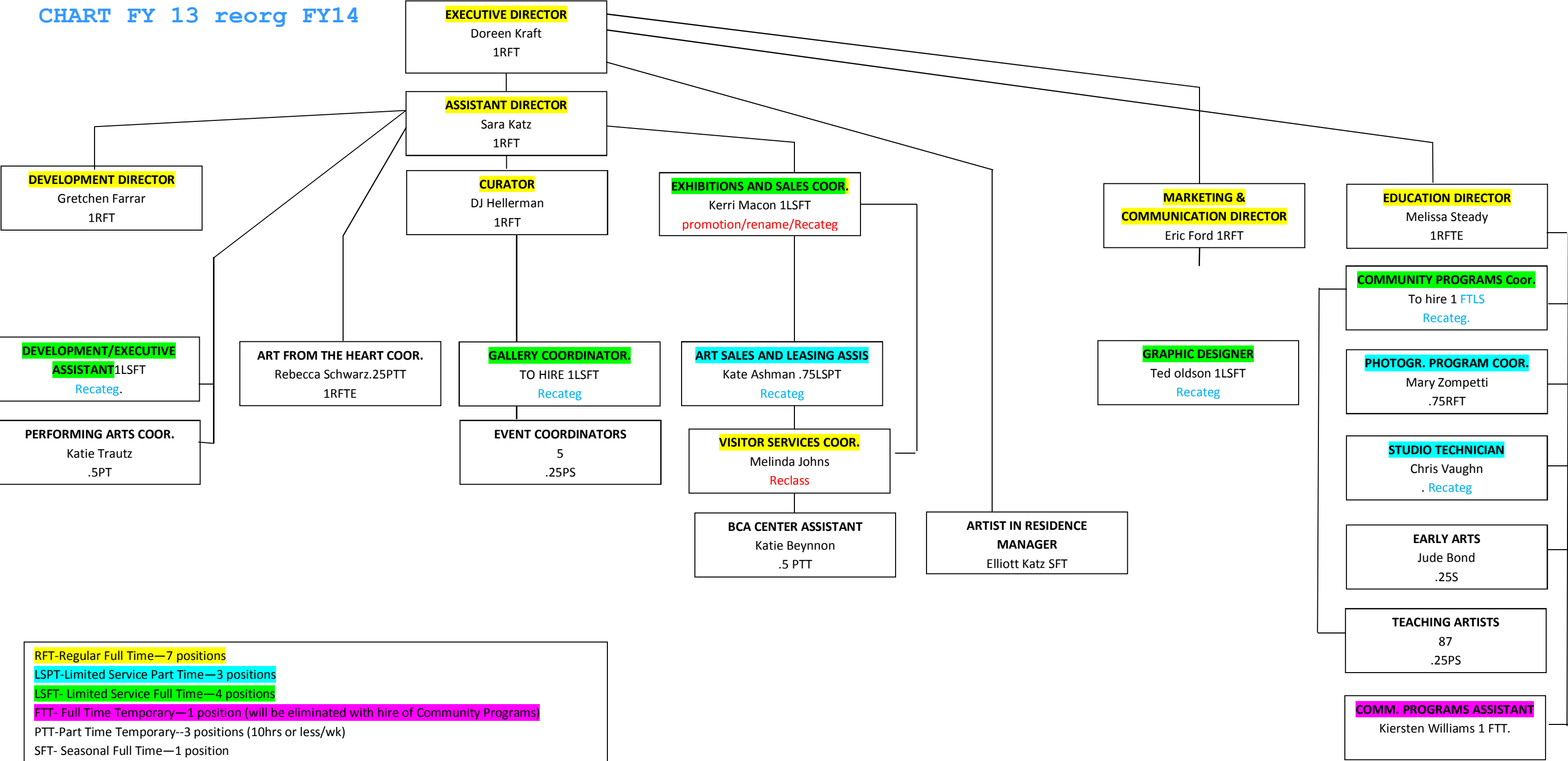
BCA ORGANIZATIONAL  
CHART FY 13 reorg FY14



RFT-Regular Full Time—7 positions  
LSPT-Limited Service Part Time—3 positions  
LSFT- Limited Service Full Time—4 positions  
FTT- Full Time Temporary—1 position (will be eliminated with hire of Community Programs)  
PTT-Part Time Temporary--3 positions (10hrs or less/wk)  
SFT- Seasonal Full Time—1 position  
PS- Part Time Seasonal—92 positions

Red text- Gallery Reorg  
Blue text- Limited Service to Regular classification needed between August 2013 and Dec 2015

BCA ORGANIZATIONAL  
CHART FY 13 reorg FY14



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