



## **HUMAN RESOURCES DEPARTMENT**

**City of Burlington**

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**To: Board of Finance**

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

**Date: December 4, 2013**

**Re: Re-categorization of the Limited Service Full-Time Senior Designer and the Limited Service Full-Time Exhibitions and Sales Coordinator to Regular Full-Time**

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We respectfully bring forward and recommend the re-categorization of the Limited Service Full-Time Senior Designer and the Limited Service Full-Time Art Sales and Exhibitions Coordinator to Regular Full-Time positions.

The Senior Designer position was created in August 2010 as a Grade 15, non-union position. The incumbent for this position is currently paid at Step 4 of this Grade. The Art Sales and Exhibitions Coordinator position is a Grade 17 and was reorganized in June of 2013 from Limited Service Part-Time to Limited Service Full-Time, however the position was originally created in has existed since 2010. The incumbent for this position is currently paid at Step 1 of this Grade.

The Personnel Policy States Section 4.4 Limited Service Employee states that "A Limited Service Employee is an employee who is not a regular full or part-time employee, is employed in a classified or non-classified position which is scheduled to last at least twelve (12) months but not more than (3) years"

As Ms. Kraft states in her letter the Board, these positions have classified as Limited Service since their original creation in 2010. Review of these two positions, and the services offered to the City has been conducted and it has been determined that the services offered by these positions are essential to the mission and success of the Burlington City Arts department and its programing.

As Ms. Kraft notes, both positions are approved in the BCA's FY14 operating budgets, so there will be no additional impact to the approved City Arts budget as it relates to salaries. However, upon approval, these positions will become eligible for retirement, which is estimated at a 14.77% of base salary for each position. We estimate this change will impact the General Fund in the following way:

	Current Annual Salary	January 1, to June 30 2014	FY14 Impact to retirement (14.77% of salary)
Exhibitions and Sales Coordinator Grade 17, Step 1	\$47,395	\$23,697	\$3,500
Senior Designer Grade 15, Step 4	\$44,175	\$22,087	\$3,262
		Total FY 14 Impact to General Fund	\$6762

At this time, there are no changes to the job description which would require a review or change in the grade for either position. Additionally, this change does not represent an increase to the departments head count or change in reporting structure.

Attached please find supporting documentation for the above requests including; current organizational chart, updated organizational chart, position job descriptions, Director Kraft's memo and comment on FY14 budget impact. If approved, the above changes will be effective following City Council approval and upon Mayoral signature of the resolution.

Thank you for your consideration.



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BURLINGTONCITYARTS.ORG

To: Finance Board  
Re: Classification of Exhibitions and Sales Coordinator  
and Senior Designer  
Date: November 27, 2013

Dear Finance Board,

I am requesting that two BCA positions become a Regular Full Time position: Exhibitions and Sales Coordinator which has been a limited service position since October 26, 2010, and Senior Designer which has been limited service since August 17, 2010. We would like to bring both positions into compliance with the Personnel Policy directives.

Both positions are approved in BCA's FY 14 operating budget, so there will be no additional costs to our operating budget with this change. The effect on the general fund will be 14.77% of salaries for retirement benefits calculated as follows:

Exhibitions and Sales Coordinator-  $46,924.80 \times 14.77\% = \$6930.79$   
Senior Designer-  $42949.71 \times 14.77\% = \$6343.67$   
Total FY 14 Impact- \$13,274.46

BCA has been following the recommendations of former HR Director Kristin Lonerwright, who recommended in 2007 a staged approach to bringing BCA temporary employees into City Personnel policy compliance. These recommendations were discussed and accepted by council personnel and finance committees at the time as well as the city administration. It was also understood that BCA's organizational chart of 2006/2007 would likely change given our less than two-year experience with running a five-floor art center and the attendant programs and services. It was also noted that our strategic plan called for staged growth. As a department that raises nearly 80% of our budget, we had to build capacity to adequately fundraise for a fully programmed art center. This approach was approved by the finance and personnel committees as well as the administration at that time. We appreciate your support as we finalize our 2005 employee classification plan reviewed and approved by earlier Personnel and Finance Board committees.

Respectfully,

Doreen Kraft  
Executive Director

## **City of Burlington Job Description**

**Position Title: Art Sales and Exhibitions Coordinator**

**Department: Burlington City Arts**

**Reports to: Assistant Director**

**Pay Grade: 17                      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 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	___ 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 checked="" type="checkbox"/> pushing/pulling	
<input checked="" type="checkbox"/> hand		
<input checked="" type="checkbox"/> finger		
___ reading - basic	___ math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension
<input checked="" type="checkbox"/> reading ó complex	<input checked="" type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision
___ writing - basic	<input checked="" type="checkbox"/> clerical	making
<input checked="" type="checkbox"/> writing - complex		
___ shift work	x__ outside	___ pressurized equipment

<input checked="" type="checkbox"/> _ works alone	<input type="checkbox"/> extreme heat	<input checked="" type="checkbox"/> moving objects
<input checked="" type="checkbox"/> _ works with others	<input type="checkbox"/> extreme cold	<input checked="" type="checkbox"/> high places
<input checked="" type="checkbox"/> _ verbal contact w/others	<input type="checkbox"/> noise	<input checked="" type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> _ face-to-face contact	<input checked="" type="checkbox"/> mechanical equipment	<input checked="" type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> _ 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 2010, updated Dec 2011.

Updated May 14, 2013

**City of Burlington  
Job Description**

**Position Title: Senior Designer**

**Department: Burlington City Arts**

**Reports to: Communication Director**

**Pay Grade: 15**

**Job Code: 1146**

**Exempt/Non-Exempt: Exempt**

**Union: Non-Union**

**General Purpose:**

This position is responsible for designing all promotional/marketing materials for Burlington City Arts and its related events.

**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.)

- Design all materials related to BCA's events and the organization's brand and layout. This includes but is not limited to brochures, catalogs, signs, promotional postcards and posters, newspaper and magazine ads, annual reports, event related identity systems, etc.
- Formulate design concepts and conduct research to select and secure suitable illustrative material
- Conceives and assigns/commissions production of material and detail to/from artists and photographers.
- Review, approve, and present final layouts to department head or appropriate staff member for approval.
- Oversee print production of material from outside vendors.
- Design website and all interactive BCA projects.
- Oversee outside vendor for all database and PHP related website changes.
- Create email campaigns for exhibitions, events etc.
- Produce and direct photo shoots.
- Manage digital media and image files for Burlington City Arts.
- Oversee routine website updates and new website pages using HTML, CSS, and ACTIONSCRIPT

**Non-Essential Job Functions:**

- Performs other duties as required.

**Qualifications/Basic Job Requirements:**

- A Bachelors degree in Fine Arts or related degree, with a minimum of one year's experience in design.
- Demonstrated working knowledge of Design software including Adobe Suite, and Dreamweaver.
- Ability to create a cohesive vision in branding, advertising and all web and printed materials.
- 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 work effectively with a wide variety of clients, public and vendors.
- Strong organization and communication skills required.
- Ability to work evenings, weekends and holidays as required.
- Ability to multi-task and work in a fast paced, pressurized environment.
- Strong interpersonal skills required.

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

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<input checked="" type="checkbox"/> clear speech	<input type="checkbox"/> ability to mount and dismount forklift/truck	20__ pounds
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**Supervision:**

Directly Supervises: \_\_\_\_\_

Indirectly Supervises: \_\_\_\_\_



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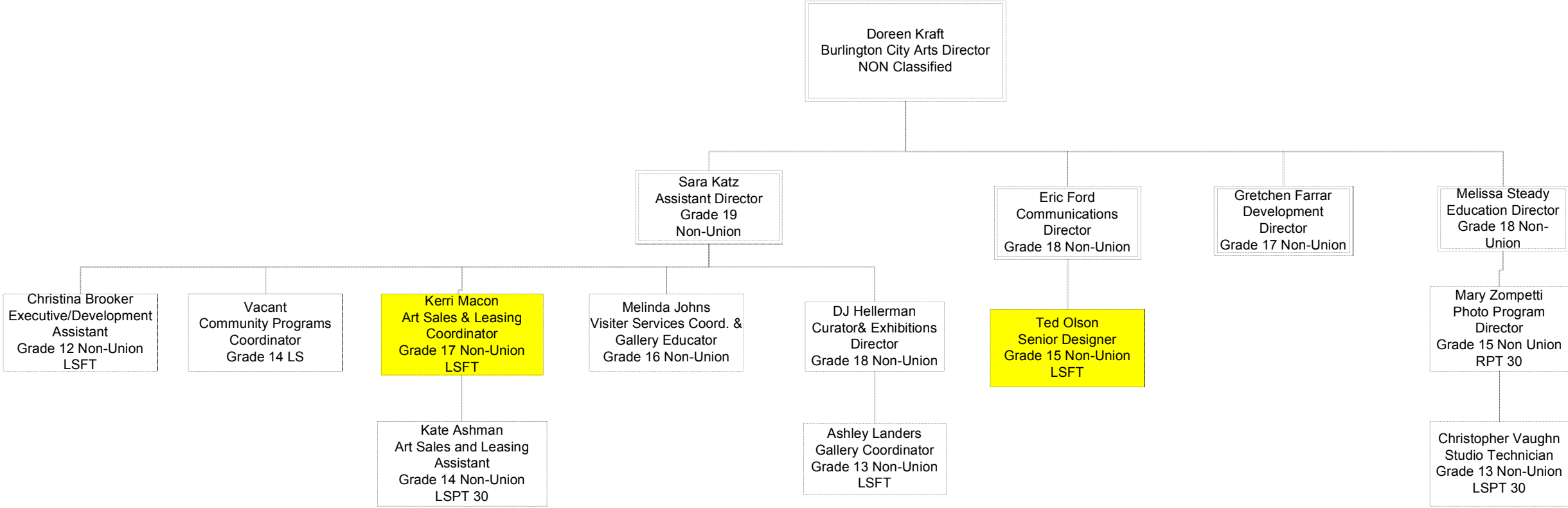
**Approvals:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

(Revised Feb 2010)

Burlington City Arts  
Organizational Chart  
December 2013



Burlington City Arts  
Organizational Chart  
December 2013

