

| <b>Grade</b> | <b>Design</b>              | <b>Photography</b>      | <b>Stage Management</b> | <b>Theater Production</b> | <b>NEW!<br/>Artist Professional</b>                | <b>NEW!<br/>Arts Management</b> |
|--------------|----------------------------|-------------------------|-------------------------|---------------------------|--|---------------------------------|
| 55           | -Graphic Designer I        | -Photographer I         | -Stage Associate I      | -Production Associate I   | -Artist Professional I                             | -Arts Management I              |
| 56           | -Graphic Designer II       | - Photographer II       | -Stage Associate II     | -Production Associate II  | -Artist Professional II                            | -Arts Management II             |
| 57           | -Graphic Designer III      | -Photographer III       |                         | -Production Associate III | -Artist Professional III                           | -Arts Management III            |
| 58           | -Graphic Design Director I | -Photography Director I |                         | -Production Director I    | -Artist Director I<br>-Artist Education Director I | -Arts Senior Management I       |
| 59           |                            |                         |                         | -Production Director II   |  | -Arts Senior Management II      |

**ART Job Function/ Design Family**

| Level          | Function/<br>Roles    | Experience &<br>Education<br>(Minimum Required)   | Duties and Responsibilities<br>(Cumulative from level to level in each job family)  | Impact/Scope  | Supervision  |
|----------------|-----------------------|---|---|---|--|
| 55E*<br>or 55N | Graphic<br>Designer I | Bachelor's degree in<br>fine arts or design<br>required<br><br>2+ years of experience<br><br>Experience with design<br>software | <ul style="list-style-type: none"> <li>▪ <b>Creates original artwork to convey ideas or set mood for publication or story</b></li> <li>▪ <b>Directly responsible for the overall design and illustrative visuals for use in exhibition</b></li> <li>▪ <b>Adapts complex written material to a coherent design that Communications to the public</b></li> <li>▪ <b>Develops, manages and is accountable for successful realization of exhibition graphics project plan</b></li> <li>▪ <b>Creates professional final designs; meets with curators to sell/refine design concepts</b></li> <li>▪ <b>Oversees the production and installation of graphic materials</b></li> </ul> | <p><b>IMPACT</b><br/>Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b><br/>Provides manager with support and general information to others in tub/unit</p> | <p><b>RECEIVED</b><br/><b>Under General Direction:</b> Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p><b>GIVEN</b><br/><b>Supervises:</b><br/>Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p> |

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**ART Job Function/ Design Family**

| Level | Function/<br>Roles  | Experience &<br>Education<br>(Minimum Required)  | Duties and Responsibilities<br>(Cumulative from level to level in each job family)  | Impact/Scope  | Supervision   |
|-------|---------------------|--|---|---|---|
| 56E   | Graphic Designer II | <p>Bachelor's degree in fine arts or graphic design</p> <p>3+ years of experience</p> <p>Thorough knowledge of Design software</p> | <ul style="list-style-type: none"> <li>▪ Advises clients on design, production and printing issues</li> <li>▪ Researches, manages and fully responsible for creative design and layout of books or major unit publications</li> <li>▪ <b>Analyzes the design requirements, writing specifications, marking manuscripts, communicates with jacket printers, checking proofs at all stages and selecting binding material</b></li> <li>▪ <b>Develops concept and concept proposals for project</b></li> <li>▪ <b>Collaborates with editors, photographers, printers, and production staff to maintain a high quality product</b></li> </ul> | <p><b>IMPACT</b><br/>Moderate impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b><br/>Manages and fully accountable for sections of a project</p> | <p><b>RECEIVED</b><br/><b>Under General Direction:</b> Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p><b>GIVEN</b><br/><b>Supervises:</b><br/>Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions</p> |

**ART Job Function/ Design Family**

| Level | Function/<br>Roles   | Experience &<br>Education<br>(Minimum Required)   | Duties and Responsibilities<br>(Cumulative from level to level in each job family)  | Impact/Scope  | Supervision   |
|-------|----------------------|---|---|---|---|
| 57E   | Graphic Designer III | <p>Bachelor's degree in fine arts or graphic design</p> <p>Master's degree preferred</p> <p>5+ years of experience</p> <p>Advanced knowledge of Design software</p> | <ul style="list-style-type: none"> <li>• <b>Manages project design from concept through production (e.g complex alumni magazine and complex books)</b></li> <li>• <b>Advises clients on cost, design, production and printing issues utilizing specialized creative knowledge to develop original proposals (e.g. develop original look and feel for documents)</b></li> <li>• <b>Designs and produces circulation and advertising materials, advertisements, book products, logos, and brochures etc.</b></li> </ul> | <p><b>IMPACT</b><br/>Significant impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b><br/>Provides advanced design work for a unit or school</p> | <p><b>RECEIVED</b><br/><b>Under Limited Direction:</b><br/>Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p><b>GIVEN</b><br/><b>Supervises:</b><br/>Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p> <p><b>AND/OR</b><br/><b>Manages:</b><br/>Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p> |

**ART Job Function/ Design Family**

| Level | Function/<br>Roles        | Experience &<br>Education<br>(Minimum Required)  | Duties and Responsibilities<br>(Cumulative from level to level in each job family)   | Impact/Scope   | Supervision Received  |
|-------|---------------------------|--|--|--|---|
| 58E   | Graphic Design Director I | Bachelor's degree in fine arts or graphic design<br><br>Master's degree preferred<br><br>7+ years of experience<br><br>Advanced knowledge of Design software | <ul style="list-style-type: none"> <li>• <b>Manages the design unit</b></li> <li>• <b>Provides consultation to others on design for major projects</b></li> <li>• <b>Ensures that all personally managed projects deliver on time, on budget, and without errors</b></li> <li>• <b>Approves expenses for photography, design and production</b></li> </ul> | <p><b>IMPACT</b><br/>Significant impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b><br/>Typically manages the design function within a unit or within the Communications function or a school</p> | <p><b>Under Limited Direction:</b> Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p><b>GIVEN Manages:</b> Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p> |

**ART Job Function/ Photography Family**

| Level          | Function/<br>Roles | Experience &<br>Education<br>(Minimum Required)   | Duties and Responsibilities<br>(Cumulative from level to level in each job family)   | Impact/Scope  | Supervision  |
|----------------|--------------------|---|--|---|--|
| 55E*<br>or 55N | Photographer<br>I  | Bachelor's degree in<br>photography or in fine<br>arts required<br><br>2+ years of experience | <ul style="list-style-type: none"> <li>• Performs photographic functions for department/unit</li> <li>• Photographs large, complex paintings which can not be represented accurately through the standard use of available tools</li> <li>• Utilizes stringent analysis and procedural tools to produce finished images of paintings</li> <li>• Routinely works with irreplaceable works of art and makes independent judgments about object's stability and whether it requires a conservator's intervention</li> <li>• Consults with department heads to develop methodology on image analysis and color correction using computational resources</li> </ul> | <p><b>IMPACT</b><br/>Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b><br/>Provides manager with support and general information to others in tub/unit</p> | <p><b>RECEIVED</b><br/><b>Under General Direction:</b> Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p><b>GIVEN</b><br/><b>Supervises:</b><br/>Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p> |

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**ART Job Function/ Photography Family**

| Level | Function/<br>Roles | Experience &<br>Education<br>(Minimum Required)   | Duties and Responsibilities<br>(Cumulative from level to level in each job family)   | Impact/Scope  | Supervision   |
|-------|--------------------|---|--|---|---|
| 56E   | Photographer II    | Bachelor's degree in photography or in fine arts required<br><br>3+ years of experience | <ul style="list-style-type: none"> <li>• <i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</i></li> <li>• Mentors others in unique requirement aspects of a museum collection or on specialized uses of equipment</li> </ul> | <p><b>IMPACT</b><br/>Moderate impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b><br/>Manages and fully accountable for sections of a project</p> | <p><b>RECEIVED</b><br/><b>Under General Direction:</b> Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p><b>GIVEN</b><br/><b>Supervises:</b><br/>Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions</p> |

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| Level | Function/<br>Roles  | Experience &<br>Education<br>(Minimum Required)  | Duties and Responsibilities<br>(Cumulative from level to level in each job family)  | Impact/Scope  | Supervision   |
|-------|---------------------|--|---|---|---|
| 57E   | Photographer<br>III | Bachelor's degree in fine arts or graphic design<br><br>Master's degree preferred<br><br>5+ years of experience<br><br>Advanced knowledge of design software | <ul style="list-style-type: none"> <li><i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</i></li> </ul> | <p><b>IMPACT</b><br/>Significant impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b><br/>Provides comprehensive photography work for unit or school</p> | <p><b>RECEIVED</b><br/><b>Under Limited Direction:</b> Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p><b>GIVEN</b><br/><b>Supervises:</b><br/>Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p> <p><b>AND/OR</b><br/><b>Manages:</b><br/>Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p> |



**ART Job Function/ Photography Family**

| Level | Function/<br>Roles      | Experience &<br>Education<br>(Minimum Required)   | Duties and Responsibilities<br>(Cumulative from level to level in each job family)  | Impact/Scope  | Supervision Received  |
|-------|-------------------------|---|---|---|---|
| 58E   | Photographic Director I | Bachelor's degree in photography or in fine arts required<br><br>7+ years of experience | <ul style="list-style-type: none"> <li>• <i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</i></li> <li>• <b>Establishes work priorities in the context of the department and obtains needed resources to accomplish goals</b></li> </ul> | <p><b>IMPACT</b><br/>Significant impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b><br/>Typically manages the photographic function within a unit or within the Art function or a school</p> | <p><b>Under Limited Direction:</b> Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p><b>GIVEN Manages:</b><br/>Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p> |

**ART Job Function/ Stage Management Family**

| Level          | Function/<br>Roles   | Experience &<br>Education<br>(Minimum Required)             | Duties and Responsibilities<br>(Cumulative from level to level in each job family)  | Impact/Scope  | Supervision  |
|----------------|----------------------|---|---|---|--|
| 55E*<br>or 55N | Stage<br>Associate I | Bachelor's degree<br>required<br><br>2+ years of experience | <ul style="list-style-type: none"> <li>• Responsible for the oversight of the scenery construction</li> <li>• Performs cost and engineering analysis</li> <li>• Drafts scenery for particular productions</li> <li>• Manages rigging planning and installation; scene change choreography; and maintenance and changeover of sets and productions</li> <li>• Responsible for lighting, projections and certain electronics and effects for productions</li> <li>• Manages the installation, maintenance and strike of lighting elements for each production</li> <li>• Responsible for the maintenance of the lighting equipment, breaking it down, identifying and rectifying problems and setting back up</li> <li>• Designs the sound for productions and tours</li> <li>• Recommends the purchase of all sound equipment</li> </ul> | <p><b>IMPACT</b><br/>Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b><br/>Provides manager with support and general information to others in tub/unit</p> | <p><b>RECEIVED</b><br/><b>Under General Direction:</b> Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p><b>GIVEN</b><br/><b>Supervises:</b><br/>Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p> |

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**ART Job Function/ Stage Management Family**

| Level | Function/<br>Roles | Experience &<br>Education<br>(Minimum Required)          | Duties and Responsibilities<br>(Cumulative from level to level in each job family)   | Impact/Scope   | Supervision   |
|-------|--------------------|--|--|--|---|
| 56E   | Stage Associate II | Bachelor's degree required<br><br>3+ years of experience | <ul style="list-style-type: none"> <li>• Manages scene shop and stage in the construction, load-in and maintenance of productions and tour events</li> <li>• Plans transportation, installation and staffing of tour events</li> <li>• Plans for maintenance and development of scene shop and stage facilities</li> </ul> | <p><b>IMPACT</b><br/>Moderate impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b><br/>Manages complex events for tub/unit or University wide events of a small scope</p> | <p><b>RECEIVED</b><br/><b>Under General Direction:</b> Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p><b>GIVEN</b><br/><b>Supervises:</b><br/>Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions</p> |

**ART Job Function/ Theater Production Family**

| Level          | Function/<br>Roles     | Experience &<br>Education<br>(Minimum Required)                     | Duties and Responsibilities<br>(Cumulative from level to level in each job family)  | Impact/Scope  | Supervision  |
|----------------|------------------------|---|---|---|--|
| 55E*<br>or 55N | Production Associate I | Bachelor's degree required<br><br>2+ years of production experience | <ul style="list-style-type: none"> <li>• Responsible for administering sub-department budget for production</li> <li>• Supervises equipment load-ins and load-outs</li> <li>• Meets with building users to assist in planning events</li> <li>• Communicates and enforces building policies</li> <li>• Approves and arranges access to spaces within complex</li> </ul> | <p><b>IMPACT</b><br/>Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b><br/>Provides manager with support and general information to others in tub/unit</p> | <p><b>RECEIVED</b><br/><b>Under General Direction:</b> Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p><b>GIVEN</b><br/><b>Supervises:</b><br/>Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p> |

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**ART Job Function/ Theater Production Family**

| Level | Function/<br>Roles      | Experience &<br>Education<br>(Minimum Required)                     | Duties and Responsibilities<br>(Cumulative from level to level in each job family)   | Impact/Scope   | Supervision   |
|-------|-------------------------|---|--|--|---|
| 56E   | Production Associate II | Bachelor's degree required<br><br>3+ years of production experience | <ul style="list-style-type: none"> <li>Establishes and oversees the scheduling, budgeting, recruitment and production support for the Theater</li> <li>Develops tour, residency and project opportunities for the A.R.T internationally</li> </ul> | <p><b>IMPACT</b><br/>Moderate impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b><br/>Manages complex events for tub/unit or University wide events of a small scope</p> | <p><b>RECEIVED</b><br/><b>Under General Direction:</b> Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p><b>GIVEN</b><br/><b>Supervises:</b><br/>Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions</p> |

**ART Job Function/ Theater Production Family**

| Level | Function/<br>Roles       | Experience &<br>Education<br>(Minimum Required)                     | Duties and Responsibilities<br>(Cumulative from level to level in each job family)   | Impact/Scope  | Supervision Received   |
|-------|--------------------------|---|--|---|--|
| 57E   | Production Associate III | Bachelor's degree required<br><br>5+ years of production experience | <ul style="list-style-type: none"> <li>• Oversees various technical production departments in planning, budgeting, constructing, and installing</li> <li>• Works with designers, directors and stage managers to assess feasibility, manage scale and facilitate completion of projects</li> </ul> | <p><b>IMPACT</b><br/>Significant impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b><br/>Provides advanced technical work for a theater</p> | <p><b>Under Limited Direction:</b> Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p><b>GIVEN Supervises:</b><br/>Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions</p> <p style="text-align: center;"><b>AND/OR</b></p> <p><b>Manages:</b><br/>Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p> |

**ART Job Function/ Theater Production Family**

| Level | Function/<br>Roles    | Experience &<br>Education<br>(Minimum Required)  | Duties and Responsibilities<br>(Cumulative from level to level in each job family)  | Impact/Scope   | Supervision Received  |
|-------|-----------------------|--|---|--|---|
| 58E   | Production Director I | Bachelor's degree required<br><br>MFA preferred<br><br>7+ years of production experience | <ul style="list-style-type: none"> <li>• <b>Plays a principal leadership and planning role for the Theater</b></li> <li>• <b>Performs a mentoring role for the A.R.T. students</b></li> <li>• <b>Advises board on play selection and other related topics</b></li> <li>• <b>Provides creative expertise and inspiration for design and production</b></li> <li>• <b>Plans, organizes, and delegates work assignments on art projects</b></li> </ul> | <p><b>IMPACT</b><br/>Significant impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b><br/>Typically manages the production function for a theater</p> | <p><b>Under Limited Direction:</b> Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p><b>GIVEN Manages:</b> Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p> |

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|-------|---------------------------|--|---|--|---|
| 59E   | Production<br>Director II | Bachelor's degree<br>required<br><br>MFA preferred<br><br>8+ years of production<br>experience | <ul style="list-style-type: none"> <li><i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</i></li> </ul> | <p><b>IMPACT</b><br/>Substantial impact on dept/unit/tub operations, and University's reputation</p> <p><b>SCOPE</b><br/>Typically manages the production function for a complex theater</p> | <p><b>RECEIVED</b><br/><b>Under Limited Direction:</b> Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p><b>GIVEN</b><br/><b>Manages</b> people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p> |



**ART Job Function/Artist Professional Family**

| Level          | Function/<br>Roles       | Experience &<br>Education<br>(Minimum Required)                    | Duties and Responsibilities<br>(Cumulative from level to level in each job family)  | Impact/Scope  | Supervision  |
|----------------|--------------------------|--|---|---|--|
| 55E*<br>or 55N | Artist<br>Professional I | Bachelor's degree<br>required<br><br>2+ years of Art<br>experience | <ul style="list-style-type: none"> <li>Primary duty consists of performing office or non-manual field work requiring invention, imagination, originality, or talent in a recognized field of artistic or creative endeavor</li> </ul> | <p><b>IMPACT</b><br/>Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b><br/>Provides manager with support and general information to others in tub/unit</p> | <p><b>RECEIVED</b><br/><b>Under General Direction:</b> Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p><b>GIVEN</b><br/><b>Supervises:</b><br/>Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p> |

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|-------|---------------------------|--|---|---|---|
| 56E   | Artist<br>Professional II | Master's degree<br>required<br><br>3+ years of Art<br>experience | <ul style="list-style-type: none"> <li>• <i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</i></li> <li>• May teach classes in different media</li> </ul> | <p><b>IMPACT</b><br/>Moderate impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b><br/>Manages and fully accountable for sections of a project</p> | <p><b>RECEIVED</b><br/><b>Under General Direction:</b> Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p><b>GIVEN</b><br/><b>Supervises:</b><br/>Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions</p> |

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| Level | Function/<br>Roles         | Experience &<br>Education<br>(Minimum Required)                           | Duties and Responsibilities<br>(Cumulative from level to level in each job family)  | Impact/Scope  | Supervision Received   |
|-------|----------------------------|---|---|---|--|
| 57E   | Artist<br>Professional III | Master's degree<br>required<br><br>5+ years of Art<br>experience required | <ul style="list-style-type: none"> <li>• <i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</i></li> <li>• Plans, programs and conducts rehearsals and concerts</li> <li>• Researches, processes and maintains materials for classes, publications, presentations and performances</li> <li>• Works with the Admissions Office on recruiting</li> <li>• Acts as a liaison with guest artists/performers who are invited to with and instruct students</li> <li>• <b>May include one or more of the following areas of artistic expertise: choir, music, band direction, conducting, fine arts, dance, theater, ceramics, etc.</b></li> </ul> | <p><b>IMPACT</b><br/>Significant impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b><br/>Directs a small department</p> | <p><b>Under Limited Direction:</b> Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p><b>GIVEN Supervises:</b><br/>Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions</p> <p style="text-align: center;"><b>AND/OR</b></p> <p><b>Manages:</b><br/>Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p> |

**ART Job Function/Artist Professional Family**

| Level | Function/<br>Roles                                   | Experience &<br>Education<br>(Minimum Required)                     | Duties and Responsibilities<br>(Cumulative from level to level in each job family)  | Impact/Scope   | Supervision Received  |
|-------|--|---|---|--|---|
| 58E   | Artist Director I<br><br>Artist Education Director I | Master's degree required<br><br>7+ years of Art experience required | <ul style="list-style-type: none"> <li>• <i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</i></li> <li>• Determines new program requirements and identifies program concepts, content, ideas, and scope</li> <li>• Provides strategic planning for program</li> <li>• Directs the curriculum preparation, assessment, analysis and evaluation of the program</li> <li>• Creates and implements substantive department systems, practices, policies and procedures</li> <li>• Provides consultation, guidance and leadership to school/institute in relation to area of expertise</li> <li>• Accountable for successful completion of projects within a particular budget and time frame and in compliance with relevant regulations</li> </ul> | <p><b>IMPACT</b><br/>Significant impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b><br/>Directs a small department of art education</p> | <p><b>Under Limited Direction:</b> Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p><b>GIVEN Manages:</b><br/>Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p> |

**ART Job Function/Arts Management Family**

| Level          | Function/<br>Roles   | Experience &<br>Education<br>(Minimum Required)                    | Duties and Responsibilities<br>(Cumulative from level to level in each job family)   | Impact/Scope  | Supervision  |
|----------------|----------------------|--|--|---|--|
| 55E*<br>or 55N | Arts<br>Management I | Bachelor's degree<br>required<br><br>2+ years of Art<br>experience | <ul style="list-style-type: none"> <li>• Communicates policies</li> <li>• Approves and arranges access to spaces</li> <li>• Coordinates and implements program logistics</li> <li>• Arranges and coordinates meetings and travel</li> <li>• Gathers and maintains data and prepares program reports</li> </ul> | <p><b>IMPACT</b><br/>Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b><br/>Provides manager with support and general information to others in tub/unit</p> | <p><b>RECEIVED Under General Direction:</b> Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p><b>GIVEN Supervises:</b> Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p> |

*\*Exemption status is determined by FLSA testing*

**ART Job Function/Arts Management Family**

| Level | Function/<br>Roles | Experience &<br>Education<br>(Minimum Required)            | Duties and Responsibilities<br>(Cumulative from level to level in each job family)  | Impact/Scope  | Supervision   |
|-------|--------------------|--|---|---|---|
| 56E   | Arts Management II | Master's degree required<br><br>3+ years of Art experience | <ul style="list-style-type: none"> <li>• <i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</i></li> <li>• Identifies, recommends and initiates changes in programs policies and procedures through on-going assessment, analysis and evaluation</li> <li>• May prepare curriculum and teach/train those in a program</li> <li>• Acts as a spokesperson and attends meetings on behalf of the program</li> <li>• Speaks and represents program in the community</li> <li>• Forecasts revenues and expenses and creates budget for the program</li> <li>• Creates publicity and marketing strategy for program</li> <li>• Maintains relationships with internal and external constituents</li> <li>• Accountable for adherence with state and federal regulations</li> <li>• Provides others with content and subject matter expertise in area of responsibility</li> <li>• Keeps abreast of changes in program policy and current trends in area of expertise</li> </ul> | <p><b>IMPACT</b><br/>Moderate impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b><br/>Manages and fully accountable for sections of a project</p> | <p><b>RECEIVED Under General Direction:</b> Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p><b>GIVEN Supervises:</b> Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions</p> |

**ART Job Function/Arts Management Family**

| Level | Function/<br>Roles  | Experience &<br>Education<br>(Minimum Required)                     | Duties and Responsibilities<br>(Cumulative from level to level in each job family)  | Impact/Scope  | Supervision Received   |
|-------|---------------------|---|---|---|--|
| 57E   | Arts Management III | Master's degree required<br><br>5+ years of Art experience required | <ul style="list-style-type: none"> <li>• <i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</i></li> <li>• Works with designers, directors and stage managers to assess feasibility, manage scale and facilitate completion of projects</li> </ul> | <p><b>IMPACT</b><br/>Significant impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b><br/>Directors a small department</p> | <p><b>Under Limited Direction:</b> Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p><b>GIVEN Supervises:</b><br/>Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions</p> <p style="text-align: center;"><b>AND/OR</b></p> <p><b>Manages:</b><br/>Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p> |

**ART Job Function/Arts Management Family**

| Level | Function/<br>Roles       | Experience &<br>Education<br>(Minimum Required)                     | Duties and Responsibilities<br>(Cumulative from level to level in each job family)   | Impact/Scope   | Supervision Received  |
|-------|--------------------------|---|--|--|---|
| 58E   | Arts Senior Management I | Master's degree required<br><br>7+ years of Art experience required | <ul style="list-style-type: none"> <li>• <i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</i></li> <li>• Determines new program requirements and identifies program concepts, content, ideas, and scope</li> <li>• Provides strategic planning for program</li> <li>• Through others, directs the preparation, assessment, analysis, and evaluation of the program</li> <li>• Creates and implements substantive department systems, practices, policies and procedures</li> <li>• Provides consultation, guidance and leadership to school/institute in relation to area of expertise</li> <li>• Accountable for successful completion of a large sized project within a particular budget and time frame and in compliance with relevant regulations</li> </ul> | <p><b>IMPACT</b><br/>Significant impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b><br/>Directs a small department of art education</p> | <p><b>Under Limited Direction:</b> Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p><b>GIVEN Manages:</b><br/>Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p> |



**ART Job Function/Arts Management Family**

| Level | Function/<br>Roles        | Experience &<br>Education<br>(Minimum Required)                     | Duties and Responsibilities<br>(Cumulative from level to level in each job family)  | Impact/Scope   | Supervision   |
|-------|---------------------------|---|---|--|---|
| 59E   | Arts Senior Management II | Master's degree required<br><br>8+ years of Art experience required | <ul style="list-style-type: none"> <li>• <i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</i></li> <li>• Advises senior management on substantive matters</li> <li>• Designs and implements strategic initiatives</li> <li>• Creates and implements substantive department systems, practices, policies and procedures</li> <li>• Represents senior manager on committees and in meetings</li> <li>• Participates in program strategic planning</li> </ul> | <p><b>IMPACT</b><br/>Substantial impact on dept/unit/tub operations, and University's reputation</p> <p><b>SCOPE</b><br/>Manages and fully accountable for a project</p> | <p><b>RECEIVED</b><br/><b>Under Limited Direction:</b> Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p><b>GIVEN</b><br/><b>Manages</b> people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p> |