



# Job Description for Extension Agent Fine Arts

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## Educational Programming - 50%

- Develop, implement, and evaluate a plan of work based on locally identified needs which will lead to a cohesive and dynamic arts culture. Develop, lead and/or teach educational programs which focus on performing, visual, and literary arts in the community. Use proven, research-based teaching methods to instruct community members in these areas. Develop and implement arts leadership programs resulting in the development of personal and organizational leadership skills. Strengthen existing and develop opportunities for new arts venues and facilities in communities. This position will serve all clientele ensuring that all youth and adults have an equal opportunity to participate in extension programs regardless of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.

## Advisory Councils - 10%

- Determine appropriate volunteer positions. Recruit, develop and utilize members of the FA Advisory Council to help identify local issues, conduct and evaluate educational programs, secure resources for Extension programs and communicate curriculum needs to the University. Ensure that all Client Protection guidelines are implemented within the FA program area. Ensure that FA leadership is representative of the diversity of the county population.

## Leadership - 10%

- Partner with fine arts businesses and organizations to build leadership in the arts community, work with community and civic leaders to enhance the economic and social wellbeing of the county and communities contained therein. Provide citizens with the opportunities to learn and practice leadership skills. Determine appropriate volunteer positions and identify, enlist and train volunteer leaders to help carry out program responsibilities. Demonstrate professionalism and personal leadership skills.



## Public Accountability and Public Relations - 10%

- Generate and utilize evaluation data on programming to document and publicize accomplishments. Share program outcomes with community and elected officials to help them understand the value of Extension. Demonstrates open and efficient communication among agents, support staff and Extension clientele. Provides latest research based information in a customer friendly manner to clientele. Network and build relationships among diverse groups and individuals to market and support for Extension. Use new technology to communicate with clientele and University officials. Contributes to the information base used to document accomplishments of the Cooperative Extension Service to key decision makers and Federal partners.

## Facilitation/Collaboration/Teamwork - 5%

- Collaborates with groups which will lead to new audiences seeking opportunities to participate in Extension programs. Serve as a group facilitator to convene or intervene with groups that need a neutral facilitator to help the group identify, solve problems and/or make decisions. Partner with other groups/agencies in the county to provide programs, build collaborations with other agencies and organizations to solve community problems and multiply effectiveness. Serve as a source of expertise in the community for fine arts subject matter areas; Exhibit and promote teamwork with organizations to solve community problems and multiply effectiveness. Exhibit and promote teamwork at county, district and state levels, acting as mentor and contributing to the professional development of all agents. Support the overall-office operation by having input on support staff evaluations, budget, county extension council as well as the other office-wide responsibilities and serving as a lead person in operational areas as needed.

## Customer Service - 5%

- Maintains a system to provide clientele information on a timely basis. Requests for assistance from clientele leads to future programming. Uses new technology to speed response time for clientele requests and provide recommendations. Provides latest research based information in a customer friendly manner.



## Supervision - 5%

- Monitors schedules and work completion. Reviews and updates all staff JAQ's. Conducts reviews to document and discuss staff progress in achieving performance standards. Allows and encourages staff to attend trainings that will enhance their development. Supports the implementation of new skills on the job and follows up to ensure implementation.

## Professional Standards, Customer Service and Organizational Improvement - 5%

- Consistently live out the commitment to the College of Agriculture, Food and Environment tenets of excellence, competence, respect, flexibility, communication, and learning. Model and promote excellent customer service to all internal and external constituents. Expand professional knowledge through training, classes, and seminars. In accordance with the University's four pillars of employee well-being: belonging and engagement, health and wellness, career success, and financial stability, it is strongly recommended that some portion of the professional development is related to well-being. Other duties as assigned.