



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

PUBLIC ART INTERN

#2500

(CASUAL/HOURLY POSITION)

5-20 hours per week

SALARY:

\$15.00 hourly

**Open Until Filled
(Opened 1/17/2018)**

Application Process

Apply online at

www.CalOpps.org

Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

Selection Process

All applications will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job related qualifications. The most qualified applicants will be asked to participate in the testing process, which will consist of an interview with Department staff.



ABOUT THE CITY

The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 82,881 residents. The city enjoys an average of 255 sunny days a year, which it boasts via the

city slogan: "Climate Best by Government Test". We are a community that believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City formally adopted a "Core Purpose" - *Build a Great Community Together*. This represents our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!

ABOUT THE POSITION

The Parks, Recreation and Community Services (PRCS) Department, is seeking a Public Art Intern to join the team this spring between the months of March and June 2018 (internship may be extended past June 2018 pending final budget approval). This internship provides an excellent opportunity for an individual interested in enhancing his/her administrative and project management skills. Through mentorship, the successful candidate will assist the PRCS Director with various public art projects and program initiatives. Some of the various projects and responsibilities may include:

- Performing administrative duties related to public art and supporting the Civic Cultural Commission (CCC).
- Collaborating with the City Manager's office on website updates.
- Assisting Director with managing business relations for future public art projects.
- Providing administrative assistance with various contracts.
- Tracking agenda items for Public Art Task Force, City Council members, CCC Commissioners and other local arts leaders.
- Organizing art tours and educational sessions for Civic Cultural Commission.
- Assisting with Citywide Student Art Contests.
- Participating in the development of the First Responder's Memorial.
- Attending various meetings.
- Coordinating and conducting various surveys.
- Performing other related duties as appropriate.

THE IDEAL CANDIDATE

The ideal candidate will be a student currently enrolled in a local community college or university majoring in Art, Business Administration, Business Management or closely related degree program; and/or is considering a career in either the Public Sector or a career with an emphasis in Art, Art history, or other Art-related field. The candidate should enjoy working with a variety of City staff and the public. The candidate should be comfortable with asking questions and using this opportunity to experience how a City functions. The ideal candidate will also have excellent oral and written communication skills and be comfortable with public speaking and oral presentations.



BENEFITS

The successful candidate will enjoy the following benefits:

- This is a non-benefited casual position.
- Casual employees may not work more than 1000 hours per year.
- Casual employees will receive sick leave in accordance with State Law.

CITY VALUES

Our Core Purpose:

Build a Great Community Together

The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

Licenses & Certificates

Possession of a valid California Driver License with a satisfactory driving record is required. The incumbent may be required to travel between various locations during their scheduled work shift.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying.

A typical way to obtain the knowledge and abilities would be:

Education & Experience:

- High school diploma.
- Currently enrolled or a recent graduate (within past 12 months) in undergraduate or graduate-level courses, majoring in Art, Business Management or closely related degree program.

Knowledge of:

- Microsoft desktop applications including Word, Excel and PowerPoint.
- Techniques and principles of effective interpersonal communication.
- Equipment used in modern offices including computers and software.
- Principles and practices of good customer service.

Ability to:

- Organize, plan, schedule, and implement operations; conduct analytical and administrative projects related to area of assignment.
- Communicate clearly and concisely, both orally and in writing.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

A City application and supplemental questionnaire is required. Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DMV Check

[The City of Redwood City is proud to be an Equal Opportunity Employer!](#)

The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire. Any provisions contained in this bulletin may be modified or revoked without notice.