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Events Coordinator Senior (Public Arts)

JOB CODE	JOB FAMILY	PROFILE
JCP217	**Communications and Public Affairs**	**Events Coordinator Senior (Public Arts)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**November 6, 2026**

The Events Coordinator Senior (Public Arts) supports the County's public arts programs by planning, coordinating, and facilitating fine arts initiatives across County facilities. Establishes and maintains a strong presence within the community to promote arts education and cultural engagement. Responsibilities include managing public art assets, supporting artists and contractors, and overseeing related site improvements in alignment with County goals.

Job Description

DUTIES AND RESPONSIBILITIES

- Plans, designs, and coordinates public art projects; works with art professionals and represents the County at community events, business gatherings, and promotional projects.
- Assists artists, contractors, builders, and others involved in the planning, design, and construction of 1% for Public Art improvement projects.
- Coordinates and facilitates public art site improvements, including foundation design, structural engineering, utility considerations, and user agency needs.
- Serves as liaison between the County and construction project managers for art-related efforts at community center sites.
- Reviews proposed projects; analyzes justifications and feasibility; recommends priorities and implementation strategies.

- Conducts research and analysis related to costs, annual budget planning, and national trends in public arts.
- Prepares project budgets, Requests for Proposals (RFPs), and professional service contracts for management review. Oversees pay estimates, change orders, and related documentation.
- Presents, reviews, and makes recommendations on art projects to boards and commissions; serves as liaison between planning and construction entities, the Arts Board, and County Management.
- Collaborates with inter-agency teams to plan and modify major art projects and construction plans.
- Under the direction of the Office of Community Engagement and Outreach Manager, supports the preparation of project schedules and deliverables in accordance with County timelines.
- Plans and conducts inspection schedules, performs on-site inspections as needed, and maintains inspection records.
- Compiles and submits information for required monthly and annual reports.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Marketing, Communications, Public Relations, Public Administration, Business Administration, or a related field.
- Two (2) years of related work experience as a special event coordinator.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Duties are primarily performed indoors, with occasional outdoor assignments.

- Indoor work occurs in both temperature-controlled and non-temperature-controlled environments.
- Outdoor work involves exposure to natural weather conditions, which may be severe at times.
- Exposure to noise and vibration may occur during inspections at construction sites.
- Indoor surfaces include carpet, tile, or concrete, which may be dry or wet.
- Outdoor work may be conducted on surfaces such as concrete, asphalt, natural ground, ice, snow, gravel, or shingled roofs, and may require the use of stairs, ladders, or scaffolding.
- Outdoor environments may involve exposure to fumes, odors, dust, mist, gases, and limited ventilation.
- Potential hazards include working at heights and around active construction zones and scaffolding.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Various types of paperwork and forms are handled in the performance of duties.
- County vehicles are used on an as needed basis.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.