



**HUMAN RESOURCES
DEPARTMENT**
City of Burlington

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To: Board of Finance

**From: Benjamin Pacy, Human Resources Generalist
Susan Leonard, Human Resources Director**

Date: November 7, 2012

Re: Reclassification and Title Change Curator Position – Burlington City Arts

We respectfully request and recommend your approval of the reclassification of the Burlington City Arts Curator Position from a Grade 15 to a Grade 18.

The position was reclassified at the request of the Executive Director of Burlington City Arts and necessitated by an increase in supervisory and program management responsibilities. Specifically, responsibility for direct supervision of the Office Assistant II and management of the Art Sales/Leasing Program have been removed from the Assistant Director and added to the Curator. This change does not warrant a review of the classification for the Assistant Director position as the Curator will continue to report to the Assistant Director and the responsibilities remain within the chain of authority for the Assistant Director.

Using the Willis Classification Plan, the reclassification calculation resulted in the position being upgraded, from a Grade 15 to a Grade 18. Consistent with City of Burlington policy 5.4, if approved, the incumbent will be placed in Grade 18 at Step 1, which is \$50,185 per year. This represents an increase of \$6,448 to the incumbent's current annual salary of \$43,737. The additional in-year FY13 cost to the General Fund is approximately \$3,761.

Lastly, we request and recommend approving the title change for the Curator position to that of Curator and Exhibitions Director.

This request for reclassification shall be effective following City Council approval and upon the Mayor signing the Resolution.

Thank you for your consideration.

Ben Pacy

From: Doreen Kraft
Sent: Thursday, November 08, 2012 11:06 AM
To: Ben Pacy
Subject: Curatorial Reclassification

To: Finance Board
Date: Nov 7th 2012
Re: Reclassification of Curator and Exhibitions Director for BCA

BCA is requesting this reclassification as the scope and responsibilities of this position has changed significantly since it was first classified in 1995. At that time, the curator was responsible for exhibitions on half a floor of the Firehouse Center and managing interns who assisted in the gallery from local colleges. Burlington City Arts budget was \$300,000 of which approximately \$50,000 was dedicated to the exhibition program.

Since that time, BCA has completed a \$3.5m capital campaign and renovated the old Firehouse Building into a 5-story contemporary arts center which opened in 2004. The curator is now responsible for curating and presenting exhibitions throughout the BCA Center as well as at external sites throughout the city. He/she is also responsible for shaping programs throughout BCA and managing many individuals including an assistant curator, gallery manager, and an exhibition and sales coordinator in addition to many volunteers.

The curator must be cognizant of global trends in the arts, be able to contextualize these trends for a diverse local community with insight and compassion. He/she must have confidence in their aesthetic decisions, be able to communicate those decisions to artists, staff and visitors. The position requires strong diplomatic skills working with hundreds of artists and community organizations.

Therefore, the curator is conceived as a senior position at BCA and participates in long range planning with the executive team, the board of directors and a community gallery advisory group.

BCA has the capacity within our 2013 to cover the additional costs due to savings on unfilled positions of \$14,890 expected through then end of November 2012. This reclassification results in an FY 13 increase in \$4,431 30 assuming the new salary is implemented beginning November 29. This leaves a net savings for FY 13 \$10,459 . The annual increase for FY 14 will be \$7680 plus COLA.

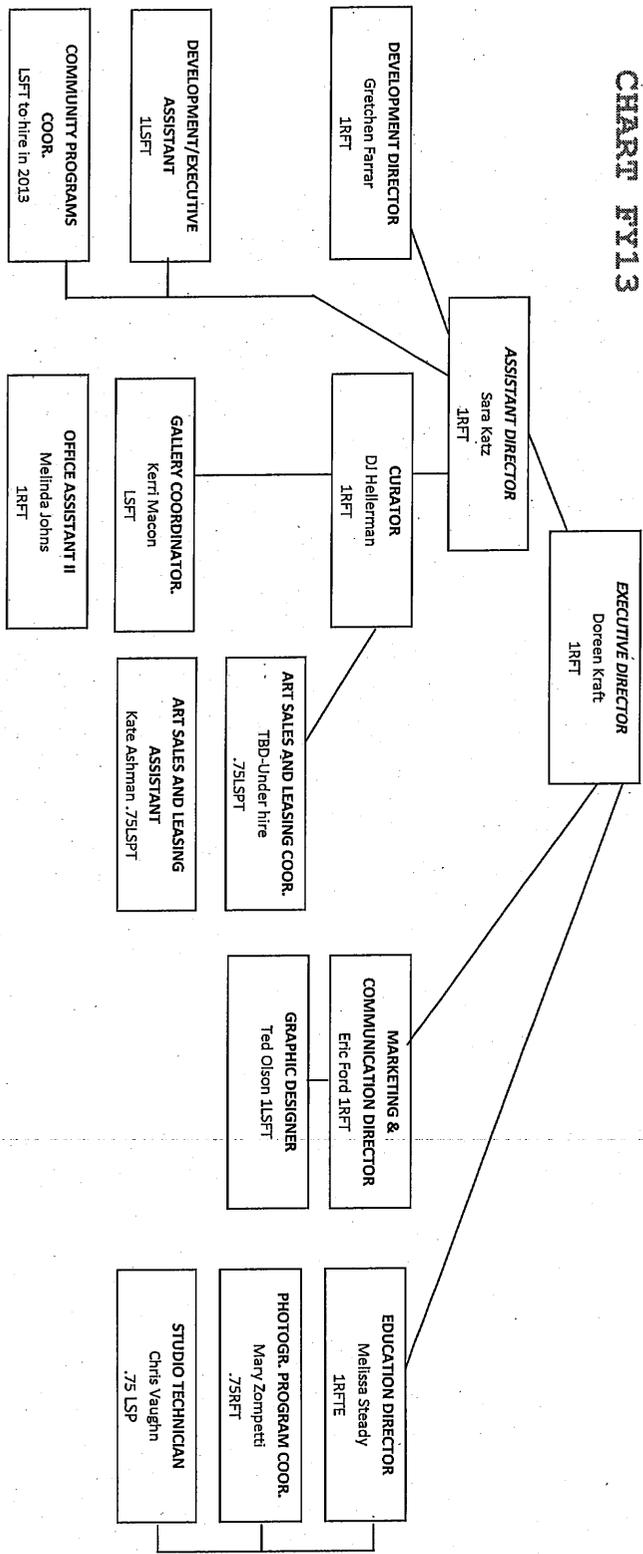
Our organizational charts with current structure and proposed changes associated with the reclassification are attached. Thank you for your consideration.

Best, Doreen

Doreen Kraft
Executive Director

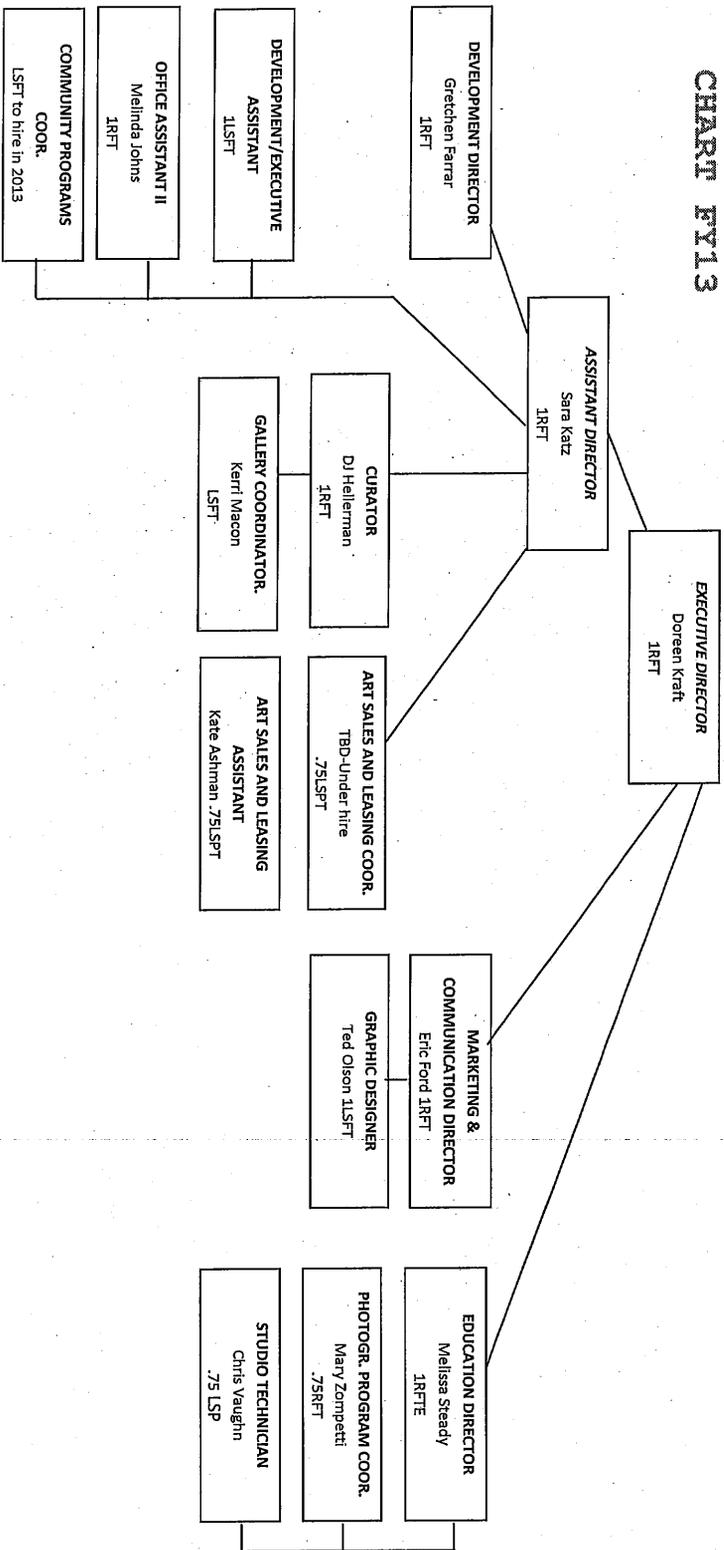
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**BCA ORGANIZATIONAL
CHART FY13**



PROPOSED

**BCA ORGANIZATIONAL
CHART FY13**



EXISTING

RECLASSIFICATION AND TITLE CHANGE OF THE BURLINGTON CITY ARTS
CURATOR POSITION

In the year Two Thousand Twelve.....
Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, the Executive Director of the Burlington City Arts has requested the reclassification of the Curator;

WHEREAS, this position was evaluated using the Willis Guide to Position Measurement and;

WHEREAS, the request has been approved and supported by the Human Resources Director and Finance Board on November 13, 2012;

NOW THEREFORE, BE IT RESOLVED that the Burlington City Arts Curator position is now reclassified from Pay Grade 15 to Pay Grade 18 within the Willis Guide to Position Measurement System for the City of Burlington, effective immediately; and

NOW THEREFORE, BE IT FURTHER RESOLVED that the Burlington City Arts Curator position is now re-titled to Curator and Exhibitions Director, effective immediately.