

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:                                   CULTURAL ARTS MANAGER**

**DEPARTMENT:                               LIBRARY**

**BASIC FUNCTION:**

Under general direction of the Library Director, to perform professional, technical and administrative work in directing a citywide arts program; and to perform related responsibilities as required.

**KEY RESPONSIBILITIES:**

Plan, organize, direct, coordinate, and evaluate the citywide arts program, including but not limited to arts education, art exhibitions, public art and performing arts.

Develop policies, rules and procedures for the effective operation of the department, including establishing goals and objectives and priorities.

Develop and administer division budgets and contracts; evaluate and recommend staffing needs, equipment, materials and supplies.

Implement the Arts Element of the city's General Plan.

Prepare, track, and review applications for funding assistance with other governmental agencies and private foundations.

Prepare complete reports and make presentations on the formulation of policy and procedure, staffing, and organizational requirements.

Coordinate arts programming within Community Services and with other city departments and outside agencies.

Respond to citizen complaints and requests for information.

Provide technical and staff assistance to the Arts Commission.

Plan and implement informational programs to stimulate and maintain interest in the arts.

Assign work to subordinate personnel, providing instructions and answering questions: coordinate the scheduling and completion of work by determining operational priorities and resolving work load problems; review work for accuracy and completeness: evaluate work techniques and methods for conformance to established standards.

Perform other related duties as assigned.

## **QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

### **Knowledge of:**

- Principles of organization, administration, budgeting, and personnel management.
- Visual and performing arts.
- Principles and practices of arts administration including promoting, grant securing, fund raisers, program planning, implementation, and evaluation.
- General arts legislation and programs.
- Research methods and techniques and methods of report presentation.

### **Ability to:**

- Develop, coordinate, and supervise a community arts program.
- Negotiate contracts.
- Communicate clearly and concisely, orally and in writing.
- Supervise, train, and evaluate assigned staff.
- Analyze department policies and procedures, identify, recommend, and implement improvements.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work well under pressure to meet deadlines.

## **EXPERIENCE AND EDUCATION:**

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree from an accredited college or university with major work in arts administration, fine arts, public administration, or related field, and two years of administrative, budgeting, or other management analysis experience of which one year was involved in coordinating a visual or performing arts program in the community.

A master's degree in arts administration or related field is desirable.

**PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employees may be required to travel to work sites or other sites for meetings.

This is an at-will management classification.

DATE APPROVED: Oct. 15, 2002