



Manage the collection of revenues associated with assigned programs or facility operations.

Research, curate, negotiate and book exhibitions, performers and presenters. Draft and monitor contracts and visual artist and performance agreements. Work with vendors, community partners, support organizations and others in the delivery of programs and services.

Plan, research, write, edit, and disseminate information to department staff and stakeholders about initiatives, events, news, programs, services, exhibitions and customer service experiences. Coordinate with executive management and city communications on project goals, timelines, stakeholders, and status.

Coordinate advisory committees comprising members of the public and stakeholders and represent the city in the community and at professional conferences and meetings.

Survey, collect and evaluate community participation, attendance and satisfaction and overall results of specific measures and goals.

Participate in and lead special project teams.

Implement and monitor for compliance department operating policies and procedures.

Research, prepare, monitor, and evaluate applications for grants and other funding opportunities.

Provide overall supervision to staff, contractors and volunteers including their selection, training and development, performance assessment and work priorities.

Perform other 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 this specification. The conditions below are representative of those that must be met by the incumbent to successfully perform the essential functions of the job.

#### **Knowledge of:**

- Principles, practices and techniques of designing and administering programs that respond to community interests in the assigned field.
- Effective communications, marketing and public relations techniques.
- Management, prioritization and tracking of projects, programs and services.
- Principles of organization, administration, budget control, and human resource management.
- Word processing, spreadsheets, and database software.

#### **Ability to:**

- Arrange, implement and coordinate community programs, exhibits, special events and services related to the assigned programs and facilities.
- Use computer and related software applications to assist in performing duties.
- Be innovative and problem-solve within a team environment.

- Work in a fast-paced, change-oriented environment.
- Be flexible and work on multiple projects at once.
- Supervise, evaluate, motivate and train assigned staff, contractors and volunteers.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Analyze problems, identify solutions and implement recommendations.
- Work with multiple stakeholders with differing viewpoints in a team-based and collaborative work environment.
- Communicate clearly and concisely, orally and in writing.

**EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience and education that provides the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Relevant degree from an accredited college or university with major course work in community programming and management in a field related to the assigned program/facility. Examples of relevant fields include theatre, visual and performing arts, information science/literature and communications.

Three years of increasingly responsible professional experience in the development and administration of community or city programs and/or visual or performing arts venues; including two years of experience supervising staff and managing a venue and/or facility.

**PHYSICAL STANDARDS:**

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. 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.

In addition, while performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; learn and apply new information or skills; perform detailed work on concurrent tasks; work under deadlines; and interact with staff, and others encountered in the course of work.

Ability to work in a standard office environment with some exposure to the outdoors; ability to work under pressure and in potentially stressful situations; ability to attend evening and weekend activities and events. Employees must be able to transport themselves to various locations throughout the city. May be required to unpack large paintings and sculpture and physically install an exhibition as well as perform similar physical activities associated with technical theater operations and performing arts event load-in and load-out.

The duties of this position are routinely performed in an office setting on city premises.

This is an at-will management classification.

DATE APPROVED: Dec. 15, 2015