

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Cultural Arts Coordinator

Department: Recreation, Parks, Historic and Cultural Affairs

Pay Grade: 511

FLSA Status: Exempt

Job Code: R807

JOB SUMMARY

The purpose of this classification is to manage day-to-day operations of the City's Cultural Arts Center in addition to the planning and implementation of city-wide Cultural Events under the supervision of the Cultural Arts Manager and as envisioned in the Cultural Arts Strategic Plan. Responsibilities include maintaining the highest quality facility that meets and exceeds the needs of patrons, performers and artists; broadly marketing the facility and cultural events to the public and renters; presenting diverse arts and educational programming that excites, inspires and unites the community; providing the leadership and expertise required to operate the facility at its highest capacity; supervising cultural arts supervisors and part-time staff within the department; supervising rental supervisor and rental protocols, and generally establishing the center and the Recreation and Parks Department as a hub of the arts and diverse and immersive cultural experiences in Roswell.

ESSENTIAL JOB FUNCTIONS

- Supervises activities of assigned employees, volunteers, students, or other workers: supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and selects new workers; conducts or coordinates staff training activities. Supervises programs of the performing arts division within the department.
- Coordinates daily work activities: organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.

- Ensures compliance with all applicable laws, rules, regulations, standards, policies and procedures: initiates any actions necessary to correct deviations or violations.
- Consults with division manager, or other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendation.
- Oversees Rental Supervisor in performing all essential role functions, including all contracts for use of Cultural Arts Center for meetings, performances, and events by renters and Resident Companies; schedules use of all spaces in the facility; prepares contracts, invoices, and correspondence relating to facility rentals; supervises preparation of facility for each event in accordance with renters' contractual requirements.
- Oversees Cultural Arts Supervisor in performing all essential role functions, including planning, coordinating and implementing Cultural Events throughout Roswell's parks and facilities, including, but not limited to, Roswell's Black History Celebration – Roswell Roots, Riverside Sounds, National Arts and Humanities Month planning, and additional responsibilities as assigned.
- Manages relationships with all resident companies including negotiating contract renewals and other issues which may arise.
- Provides customer service functions to the public and potential users/renters: provides information and assistance related to facility services, events, fees, procedures, forms, or other issues; responds to questions/complaints, researches problems, and initiates problem resolution; updates the news media with current event information.
- Oversees facility maintenance and repairs: performs routine inspections to ensure cleanliness and to identify any problems; inspects facility to ensure compliance with fire code regulations; coordinates maintenance and repair of building, systems, light/sound equipment, and related equipment.
- Coordinates arrangements for presentation of shows, concert series, festivals, or other performances and events: manages the selection of shows and performers, initiates contracts and obtains contract approvals; solicits sponsor funding/donations; coordinates design of all marketing materials; advertises events; submit draft press releases to Community Relations for distribution to newspapers, magazines, and other media; coordinates volunteers as needed to assist with programs; coordinates arrangements for technical needs of performers.
- Supervises, trains, and evaluates part-time event staff who assist with event logistics and enforce rules and regulations and respond to emergency situations during events.
- Contracts with and manages relationships with vendors and suppliers including production companies.
- Manages financial operations of Center and Cultural Events: submits draft annual budget and monitors expenditures to ensure compliance with approved budget; prepares bid documents for capital expenditures; prepares revenue reports reflecting monthly revenue and submits to management; oversees other revenue collections for ticket sales, concessions, facility rental fees, or other revenues; prepares and makes bank deposits.
- Creates and implements marketing plans and long-term strategic plans, working in collaboration with the Recreation Commission. Prepares annual work plans; assists in evaluating effectiveness of programs, operations, procedures, and resource management; recommends and/or implements improvements in programs and operational procedures as needed.

- Serves as a liaison to community organizations, including other tenants of the facility and/or resident companies.
- Performs various administrative tasks: compiles statistical data pertaining to Center operations, analyzes data, and identifies trends; performs annual fee comparison studies of other performing art centers of similar size; prepares event newsletters and promotional materials; reviews and approves time sheets.
- Prepares or completes various forms, reports, correspondence, performance appraisals, payroll documents, purchase requisitions, invoices, revenue reports, budget documents, graphs, charts, statistical reports, annual work plans, contracts, facility rental/usage records, newspaper articles, press releases, newsletters, or other documents.
- Receives various forms, reports, correspondence, time sheets, attendance records, job applications, budget reports, invoices, checks/payments, calendars, contract documents, newspaper copy, press releases, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer, general office equipment, audio/visual equipment, cleaning equipment/tools, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, desktop publishing, calendar, e mail, internet, scheduling, facilities management, Box Office or other computer programs.
- Monitors inventory of equipment, forms, and supplies: ensures availability of adequate materials and equipment to conduct work activities; initiates orders for new/replacement materials.
- Ability to research and implement process for submitting, tracking and reporting for grants and other funding opportunities.
- Communicates with supervisor, employees, volunteers, students, other departments, City officials, Board/committee members, patrons, audiences, community organizations, the public, artists/performers, consultants, vendors, service providers, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Attends meetings, serves on committees, and makes presentations as needed.
- Maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends conferences, workshops, and training sessions as appropriate.
- Promotes a collaborative environment which makes a connection with the community.
- Performs general/clerical tasks, which may include answering telephone calls, scheduling meetings, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
- Performs general cleaning/maintenance tasks associated with upkeep of Center facilities.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in Arts Management, Theater Management, Music/Performance Management, Event Management, or closely related field; supplemented by three (3) years

previous experience and/or training that includes performing arts management, event planning/coordination, event marketing/promotion, public relations, facility management, supervision, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- None

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of the principles, procedures and practices of performing arts facilities management.
- Knowledge of the operations and maintenance of the Cultural Arts Center and its equipment.
- Knowledge of the local/state performing arts and visual arts community.
- Knowledge of presenting performing arts programming and visual arts exhibits.
- Knowledge of supervision and budgeting principles, procedures and practices.
- Knowledge of fundraising to include corporate sponsorships and donations as well as major capital campaign initiatives.
- Knowledge of major capital improvement projects management.
- Knowledge of all technical production equipment, i.e. sound/light boards and other audio/visual equipment during events.
- Knowledge of Box Office operations and capable of overseeing the management of the Box Office as required.
- Knowledge of I back of house facilities and operations and is capable of overseeing them as required.
- Knowledge of fundraising and how to initiate fundraising efforts to obtain corporate sponsorships and other donations for performances, events and programs at the Center.
- Knowledge of major capital project fundraising and construction
- Skill in assisting with major capital fundraising campaigns as required for major enhancements to the existing facility and/or new facilities.
- Ability to develop and implement multiple programs; and effectively lead, motivate, and evaluate assigned staff.
- Ability to work varying hours, which including evenings and weekends.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to apply principles of leadership and collaboration in a supervisory capacity and in coordinating activities of a project, program, or designated area of responsibility. Requires the ability to positively interact with the public on a daily basis, renting organizations, local cultural organizations, vendors, city commissions, volunteers, and the performing arts community at large.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL DEMANDS

The work is medium which requires the ability to exert light to medium effort that involves walking or standing virtually all of the time. Work may involve some lifting, carrying, pushing and/or pulling of objects and materials of medium weight (20-50 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.