

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 Manager

Department: Recreation, Parks, Historic and Cultural Affairs

Pay Grade: 514

FLSA Status: Exempt

Job Code: R803

JOB SUMMARY

The purpose of this classification is to plan, direct, and coordinate operations and activities of the Cultural Arts Division for the Recreation, Parks, Historic and Cultural Affairs Department and to strengthen the community's cultural environment through support of the arts, special events, arts programming, facility operations, and fostering relationships with partner organizations and community-wide art initiatives.

ESSENTIAL JOB FUNCTIONS

- 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.
- Coordinates daily work activities: organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; conducts staff meetings; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures: ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Consults with management, commissioners, and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.
- Consults with Deputy City Administrator, Recreation Commission or other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide

recommendations: prepares City Council agenda item requests; submits monthly reports to City Administration and Finance Committee.

- Plans, directs, and coordinates operations and activities of the Cultural Arts Division, and works to achieve division goals: oversees activities to upgrade and enhance overall management, programming, and marketing of City-owned cultural and arts facilities including but not limited to Roswell Cultural Arts Center, Art Center West, Roswell Visual Arts Center and Roswell Performing Arts; oversees activities to establish a quality municipal arts program through implementation of the Community Cultural Plan; oversees activities to contribute to development of the City as a cultural and heritage tourism destination; oversees activities to generate resources and financial support for culture/arts through improved recognition of their social and economic impact.
- Develops and implements long and short term plans, goals, and objectives for the division: develops long-range; prepares annual work plans; evaluates efficiency and effectiveness of division programs, operations, procedures, and resource management; implements improvements in programs and operational procedures as needed.
- Researches, proposes and collaborates on grants and additional funding opportunities.
- Develops and implements division budget: prepares annual budget and capital improvement plan submittals; monitors expenditures to ensure compliance with approved budget; approves purchase requisitions and invoices; prepares quarterly budget update reports; manages grant contracts.
- Directs and coordinates facilities management functions: oversees compliance with Memorandum of Understanding between the City and affiliated groups; facilitates joint marketing efforts involving sites; prepares and manages resident company contracts for Cultural Arts Center; executes and oversees capital improvement projects
- Maintains the highest quality for events and programs that meets and exceeds the needs of citizens.
- Engages and supports the local artist community through exhibits and municipal gallery installations, including Riverside Sounds, a summer concert series focused on original music.
- Directs and coordinates cultural affairs functions including programming, presentation, festivals, facilities, and marketing; plans and executes annual concerts, festivals, exhibitions, programs, and other events; retains project consultants as required, including special event planners, arts consultants, curators, graphic designers, and sound technicians; conducts logistical and on-site management of events, including staging, rental equipment, signage, sound technicians; prepares budgets, timelines, marketing materials, and publicity for programs and projects; solicits volunteer workers, advertisers, and sponsors for events.
- Performs various administrative tasks: analyzes data, and identifies trends; 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, annual work plans, strategic plans, statistical reports, feasibility studies, committee reports, requests for proposals, contracts, speeches, newspaper articles, press releases, newsletters, or other documents.
- Receives various forms, reports, correspondence, time sheets, payroll documents, job applications, budget reports, invoices, checks/payments, calendars, work plans, strategic plans, contract documents, proposals, technical study reports, newspaper copy, press

releases, committee reports, maps, 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, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, desktop publishing, calendar, e mail, Internet, or other computer programs.
- Oversees inventory of equipment and supplies: ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials.
- Communicates with City officials, Board/committee members, employees, volunteers, other departments, patrons, government agencies, 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 a comprehensive, current knowledge of applicable laws/regulations: 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.
- Performs general/clerical tasks, which may include answering telephone calls, scheduling meetings, distributing marketing materials, typing documents, making copies, sending/receiving faxes, filing documentation, coordinating bulk mailing projects, or processing incoming/outgoing mail.
- 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 Art Administration, Cultural Arts, Public Administration, Performance Art, Creative Arts or closely related field; supplemented by six (6) years previous experience and/or training that includes progressively responsible historical/cultural affairs, local arts administration, non-profit management, arts presentation, marketing, public relations, facility management, budget administration, management, 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:

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of the principles, procedures, and practices of local arts administration, historic preservation, museum management, performing arts facilities management, and events planning.
- Knowledge of management, budgeting, purchasing, and supervision principles, procedures, and practices.
- Ability to develop and implement multiple programs; must be able to effectively lead, motivate, and evaluate assigned staff.
- Ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.
- Ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.
- 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 logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions. Work schedule will include weekends and ability to assist with set up and break down of large-scale events.

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.*