

**CULTURAL ARTS MANAGER
(At-Will)**

DEFINITION:

Under general direction, the Cultural Arts Manager develops, enhances, and administers a broad cultural arts program, and performs related work as required.

This position is designated at-will status and serves at the pleasure of the appointing authority.

ESSENTIAL JOB FUNCTIONS:

The listed tasks are essential for this position and may include, but are not limited to, the following:

Plan, organize, and implement a community cultural arts program; conduct research and prepare oral and written reports; attend program performances and activities outside of normal working hours; coordinate public art and other projects with various commissions, artists, staff, and art organizations; serve as liaison between Cultural Arts Commission and the City Council; interface with and make presentations before the Cultural Arts Commission, City Council and other community organizations; prepare staff reports and agendas; supervise department staff and volunteers; develop and monitor program budgets; review and evaluate programs; gather resources through fund raising and grant writing activities; display courteous and professional behavior toward the public and staff; and observe all City rules and regulations. May be required to work shifts, weekends, and holidays.

QUALIFICATIONS:

Training and Experience: Requires an equivalent to graduation from an accredited college or university with major course work in art, fine arts, public art studies and/or public administration, or related field; four years experience in public programming of cultural arts programs, or other arts administration experience that demonstrated an understanding of public art, urban design issues, arts education, community cultural planning, and visual and performing arts programs and classes. A valid California driver's license is required at the time of employment.

Knowledge, Skills, and Abilities: Requires knowledge of the principles and practices of cultural arts programming, budgeting practices and techniques, cultural art resource development, and managerial skills and practices, Microsoft WORD, Power Point, Excel; skill in operating department tools and equipment including a personal computer, and effectively communicating both orally and in writing, speaking before groups of people such as Commissions and City Council; and the ability to plan, organize, coordinate, and implement a diverse and innovative cultural arts program, prepare comprehensive oral and written reports, apply program resources in an efficient and effective manner, and maintain effective working relationships with City staff, community groups, artists, art organizations, and the public.

PHYSICAL DEMANDS AND WORK CONDITIONS:

While performing the duties of this job, the employee may frequently drive to specific locations, may occasionally work outside, and may be exposed to variable weather conditions. The noise levels in the working environment are usually quiet while in the office and moderately loud when outside.