



## Cultural Arts Manager

Department/Division:	Parks and Recreation/Cultural Arts
Reports To:	Director of Parks & Recreation/Senior Recreation Manager
Provides Direction To:	Recreation Supervisor, Recreation Coordinator, Senior Recreation Leader, and Support Staff
Bargaining Unit:	Manhattan Beach Mid-Management Employees Association (MBMEA)
Exemption Status:	Exempt
Civil Service Status:	Non-Classified
Date Prepared:	September 1, 2003
Date Revised:	February 10, 2020

### GENERAL PURPOSE

Under general direction, the Cultural Arts Manager develops, enhances, and administers a broad cultural arts program; manages and oversees assigned staff, programs, budgets for a major division of the Parks and Recreation Department; and performs related work as required.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

1. Plans, organizes, and implements a community cultural arts program; conducts researches and prepares oral and written reports.
2. Attends program performances and activities outside of normal working hours.
3. Coordinates public art and other projects with various commissions, artists, staff, and art organizations.
4. Serves as liaison between Cultural Arts Commission and the City Council; interfaces with and makes presentations before the Cultural Arts Commission, City Council and other community organizations.
5. Establishes division goals and objectives, and develops cultural arts programs and events in consultation with staff, departmental management and other stakeholders.
6. Prepares and reviews staff reports, agendas, activity records, and financial records in order to advise interested parties regarding major developments.

## **ESSENTIAL FUNCTIONS (cont'd)**

7. Supervises department staff and volunteers; recruits and recommends the hiring and selection of staff; coordinates, trains, assigns, reviews, and evaluates work of staff; and recommends disciplinary actions as needed.
8. Develops and monitors program budgets including operating and personnel expenditure allocations; reviews and evaluates programs; and gathers resources through fund raising and grant writing activities.
9. Administers professional service agreements and contracts; ensures insurance documents, qualifications, and other required documents are completed as required by the City.
10. Displays courteous and professional behavior toward the public and staff; and observes all City rules and regulations.
11. Monitors and keeps informed of current trends in the cultural arts field, including program development trends and best practices, and potential operation improvements.

## **QUALIFICATIONS GUIDELINES**

### **Education/Training/Experience:**

A Bachelor's degree from an accredited college or university with major course work in art, fine arts, public art studies and/or public administration, or related field is required. The candidate must have four (4) years of 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, including supervisory, administrative, and program planning work.

### **Licenses/Certificates/Special Requirements:**

A valid California driver's license is required at the time of employment.

May work extended hours, evenings, and on weekends to attend meetings, exhibitions, and special events.

In accordance with California Government Code Section 3100, in the event of a disaster, employees of City of Manhattan Beach are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

### **Knowledge of:**

Principles and practices of cultural arts programming; budgeting and marketing techniques; cultural art resource development; research methods; contract administration; program evaluation; report preparation; customer service and managerial skills and practices, including employee supervision, training, and evaluation.

**Skill in:**

Operating department tools and equipment including a personal computer, modern office equipment, and computer hardware; using Microsoft Outlook, word processing, spreadsheet, graphics, and related recreation/cultural arts software; effectively communicating both orally and in writing; and speaking before groups of people such as Commissions and City Council.

**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 AND MENTAL DEMANDS**

*The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this class, the employee is regularly required to sit, stand, walk, talk, and hear; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms above and below shoulder level; stoop, kneel, or crouch to access or place records or files; lift and carry records and documents, typically weighing less than 25 pounds. The employee must be able to physically lift, push, pull, and/or carry art materials, paintings, and recreational and media equipment used for special events weighing up to 50 pounds.

Sensory demands include the ability to see, talk, and hear.

**Mental Demands**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret program data, rules, and requirements; analyze and solve problems; work with constant interruptions and meet deadlines; and interact with City officials, media, citizens groups, contractors, employees, management, and others encountered in the course of work; occasionally subject to conflicts involving the use of community services.

**WORK ENVIRONMENT**

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.