

CITY OF GLENDALE

TITLE: ARTS & CULTURAL ADMINISTRATOR CLASS CODE: 450

REPORTS TO: Library Director RANGE: 33

DEPARTMENT: Library FLSA: E

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY: Plans, organizes, and manages the activities and staff of the Arts, Cultural and historic places programs, activities, staff and volunteers within the Parks and Recreation Department.

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and manages the activities and staff of a major division within the Library Department.
2. Recommends, develops, and implements short and long range goals, objectives and programs for the City's programs and projects for the Arts, cultural and historic places.
3. Participates in the development, implementation, evaluation and enforcement of department policies, procedures, and standards.
4. Administers grant applications for public art and culture, historical sites and museums development, improvement projects, facilities and new programs.
5. Researches and develops new programs, operating procedures and revenue sources; develops funding proposals.
6. Develops and monitors the division's operating and capital improvement budget, and makes presentations to the management team and City Council.
7. Acts as the city representative for the Arts Commission, Historical Society and Saguaro Ranch Foundation.
8. Develops fund-raising strategies for arts, culture and historical activities. Generates funds through contacts with private sector organizations, non-profit organizations, foundations, governmental entities and other sources. Generates sponsorships for major events related to the arts, culture and history.
9. Develops project updates on Arts, cultural and historic sites and accomplishments for City management, community organizations, and the general public.
10. Resolves complex or sensitive employees, citizen, or city facility problems.
11. Evaluates plans and construction for museum, historical sites, and public art projects.
12. Negotiates agreements and sub-contracts for facilities, equipment and services.
13. Assist supervisors in developing arts, cultural and historical facilities and programs to ensure safety, and compliance with program guidelines.
14. Performs periodic inspections of arts, cultural and historical facilities and programs to ensure safety, and compliance with program guidelines.
15. Develops interpretive and education plans and programs for arts, culture and historic sites.

SECONDARY FUNCTIONS:

16. Occasionally prepares oral and written reports.
17. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

- Issues and ethics of collections documentation, care, protection and accessibility
- Principles, methods, and practices of planning and delivering community based service provision
- Budget preparation, justification and management and fiscal administration
- Principles and practices of management and supervision
- City policies and procedures
- Principles and practices of museum, art, cultural and historic programs, events, and facilities management
- Philosophy, methods, and practices of museum, arts and cultural education
- Research program methodologies and management of research-based collections
- Fund raising, promotional, and marketing methods and practices for programs and events

Ability to:

- Successfully communicate, orally and in writing
- Form and implement a strategic vision for the Arts and Cultural program and historic sites
- Effectively plan, organize, evaluate, and manage the activities of program areas
- Research potential funding and donor prospects by determining contacts and possible approaches and methodology
- Monitor fund raising progress
- Secure exhibitions donations or loans of specific materials
- Acquire collections for the Art, Museums, and historical sites
- Interact with citizen groups, business leaders and community organizations, establishing productive work relationships

WORKING CONDITIONS:

Office setting with occasional field inspections of programs and facilities.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Cultural or Arts Administration, History, Fine Arts, Museum Curation, or a related field with specialization in the performing or visual arts, and five years experience in organization and management of cultural, historic or arts program in a public setting.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities is qualifying.

SPECIAL REQUIREMENTS:

Valid Arizona Drivers License