

Cultural Affairs Manager

Job Description

Salary Range: \$90,378.26 - \$131,048.48 annually

Job Summary:

This position reports to the Director of Culture, Parks, and Recreation and is an integral team leader responsible for the effective operation of the Cultural Affairs Division. The Manager is a member and key leader within the leadership team of the Department. The Manager plans, directs, and coordinates, through subordinate staff, the activities of the division in four primary areas: Museums, Public Art, Special Events, and the Union Colony Civic Center performing arts venue.

Essential Job Duties:

- Exercise managerial and administrative oversight of the Cultural Affairs Division by developing a comprehensive program and developing goals, objectives, policies and priorities, short and long-term capital, financial and operations and staffing plans. Develop, implement, and monitor standard operating procedures and systems necessary to the smooth operation of the Division.
- Manages a broad range of operations including performing and visual arts values, public venue management, historic artifact preservation techniques and record keeping, historic site management, and marketing techniques to promote Culture sponsored shows, programs and events
- Develop, implement, and adapt best practices for various disciplines within the Division and systems necessary to support the smooth operation of the Division. Ensure staff training and compliance with regulatory and safety protocols and assists with oversight of department safety committee and coordination.
- Demonstrate excellent oral and written communication and presentation skills. Effectively communicates with individual citizens, advisory boards, and community groups to resolve issues and create an atmosphere of excellence in customer service
- Maintain cooperative and efficient relationships with Divisions within Culture, Parks and Recreation and other Departments/Divisions. Collaborative in approach with others across the organization and committed to excellence in the promotion of City services, policies and projects to citizens, community organizations, businesses, and the media.
- Screen, interview and hire employees and provide guidance to subordinate managers in hiring decisions
- Effectively balance the needs of the division and the department with proper financial and personnel resource allocations
- Review or check the work products of others to ensure conformance to standards
- Responsible for developing, monitoring, and reporting a variety of performance measures, ensuring the timely entry of current data
- Attend a variety of advisory board meetings and other citizen groups for informational purposes, capital improvement project meetings, and other public settings as needed serving as a community ambassador and advocating for the performing arts
- Other duties as assigned
- Organize and delegate assignments to team members
- Hiring, training, motivating and coaching employees
- Evaluate employee performance and goal setting
- Hold employees accountable for assigned task and goals
- Provide timely and constructive feedback and training opportunities

- Provide training opportunities with a focus on employee development
- Resolve conflicts and complaints
- Analyzing information and processes and develop more effective or efficient processes
- Establishing and achieving business and financial objectives
- Ensure compliance with safety procedures

Experience, Knowledge, Skills:

- Bachelors degree from an accredited college or university in a related field (i.e., Performing Arts Management, History, Museum Studies, Business Administration, Performing Arts)
- 7-10 years related experience in a supervisory and/or management level in a related field or equivalent combination of education and experience
- Demonstrated proficiency using Microsoft Office Suite including MS Excel, Word, and Outlook
- Ability to actively utilize software systems and prepare reports, including EMS and RecTrac software.

Work Environment and Physical Requirements:

Minimal physical effort typically found in clerical work. Primarily sedentary, may occasionally lift and carry light objects. Walking and/or standing as needed and minimal.

- Superior communication skills to interface with co-workers, the general public, and other agencies
- The essential functions of this job require frequent hearing and repetitive motion; continuously sitting and talking; and occasional carrying/lifting light objects (25lbs), crouching, feeling, fingering, reaching, standing, and walking
- Mobility enough to stand, sit, and move within a confined work area
- Vision enough to read computer keyboards, reference books, and other written documents
- Employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data/figures; transcribing; viewing a computer terminal; extensive reading of printed materials; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices--graphs; and/or assembly or fabrication of parts at distances close to the eyes
- Manual dexterity enough to accurately input, retrieve, and verify work assignments
- Ability to operate a motor vehicle or provide own transportation to attend meetings and visit City facilities within the Division
- Ability to withstand loud environments (primarily sound levels in theaters).

Safe to minimal hazards that are typically found in general office environment where there is rarely little or no exposure to injury or accident

- The working environment for this position is primarily of a sedentary office nature, with field inspection of museum sites, art exhibits (both indoor and outdoor), and performing arts venues
- Employee is subject to driving City vehicle in all weather conditions
- Employee may be asked to drive personal vehicle for business purposes
- Employee is subject to working alone, with groups, and/or attends meetings
- Employee may be required to conduct business in alternate locations within City buildings or field sites, sometimes in formal settings
- Employee may be required to work extended hours in the evening, holidays, or weekends
- Employee may have frequent interruptions and be required to manage competing priorities with inflexible deadlines
- Employee may have frequent contact with the public--in person, via email/telephone, sometimes facing adverse or confrontational situations with internal/external customers

- Environment is safe to having minimal hazards that are typically found in a general office environment where there is rarely little or no exposure to injury or accident.

Conditions of Employment: *Candidates must successfully complete all pre-employment screenings and employment eligibility verification. Pre-employment screenings include a drug test, a background and national sex offender search, a motor vehicle record search, and for some positions, a physical demands evaluation. For more information about City policies and practices during the recruitment process, including but not limited to EOE, Reasonable Accommodation, and pre-employment screenings, please visit our career page [HERE](#).*