

# **CURRENT EMPLOYMENT OPPORTUNITIES:**

Job Title: Cultural Arts Center Superintendent Job Code: 1919e Pay Grade: 22

Full-Time:  Part-Time:  Temporary:  Seasonal:  Other:  \_\_\_\_\_

Department: CPRCAD

Salary: \$ 51,000 - \$ 54,000 / Annual

Days/Times: Days, Nights, Weekends

Closing Date: Until Filled

## **Application Information:**

Interested and QUALIFIED persons should complete a City of Carrollton Employment Application at Carrollton City Hall, 315 Bradley Street, 1st Floor, Carrollton, GA 30117 - (770) 830-2000. Applications are accepted Monday through Friday from 8:30 AM until 4:30 PM, unless City Hall is closed for an observed holiday, inclement weather, etc... Please allow yourself ample time to complete the application.

**Department Contact Name:** Peter Maierhofer

**Contact Number & Email:** (770) 832-1161 / [pmaierhofer@carrollton-ga.gov](mailto:pmaierhofer@carrollton-ga.gov)

***\* Please note that successful candidates for employment must pass a background check and drug screening prior to employment. \****

## **MINIMUM TRAINING AND QUALIFICATIONS**

Bachelor's Degree in cultural arts or related field; with 1-2 years of experience in a similar department or a related area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must possess a valid driver's license.

## **GENERAL STATEMENT OF JOB:**

Under limited supervision, this position is responsible for the development, planning, organization, and management of the City of Carrollton Cultural Arts Program. This will include, but is not limited to, the development and oversight of a wide range of activities and programs which include the following: Plays and musical productions; set designs; art camps for children and adults; art gallery displays; the business aspects of displaying and selling of privately owned art at the City facility; the contract for music lessons by outside performers; etc. It further involves the management and control of financial assets, the receipt of cash, the purchase of materials, the hiring and supervising of contractors and employees and any other activities and duties that may be required as a part of managing the overall Cultural Arts Program.

## **SPECIFIC DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:**

Oversees the day-to-day operations of a 40,000 square foot Cultural Arts Center to include a performance hall, dressing and costume rooms, four classrooms, two art galleries, and a scene shop.

Supervises, directs and evaluates assigned staff, handling employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Oversees the management of the city's main street program.

Coordinates daily work activities; organizes, prioritizes, and assigns work; develops work schedules and work assignments; monitors status of work activities; meets/confers with assigned staff to discuss activities, problems, and pertinent information; assists with problem situations and provides technical expertise.

Plans, produces, and organizes theatre productions, choral productions, arts camps and classes, and gallery exhibits.

Assist with the coordination of special events and outreach programs such as the Art in Education Series, art shows, and writing competitions.

Develops and administers budget for assigned division; monitors expenditures to ensure compliance with approved budget; determines capital equipment needs for division; researches grant funding opportunities.

Prepares grant applications and related correspondence for submission to granting agencies; oversees compliance with grant requirements.

Coordinates the administration of a quality cultural arts program for the department by working with the Director of the Carrollton Recreation, Parks and Cultural Arts Department and the community in developing needed cultural arts programs and activities.

Develops, plans and organizes cultural arts programs by working with department staff and the community in determining needs and programs.

Communicates with the community in determining needs by assessing surveys, meeting with community members, and devising plans in order to meet community needs.

Promotes cultural arts programs by submitting press releases to the media, conducting interviews, writing promotional articles and by meeting with the general public.

Coordinates the submission of proposals by special groups from the art community desiring to participate in the cultural arts program by determining applicability of proposals and community needs.

Recruits volunteers, instructors, aides, etc. needed to conduct programs.

Prepares monthly participation reports used to determine program effectiveness and submits to management.

Prepares monthly marketing reports for the department and submits them to management.

Coordinates cultural arts special events by supervising facility usage, ensuring that proper equipment is available and that required documentation is complete.

Attends professional development workshops and conferences in order to remain current regarding cultural arts trends and practices.

Insures monies received for programs and events are properly receipted and recorded in a timely manner to the appropriate budgetary revenue line item.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.

Performs various duties related to the coordinating of cultural arts activities and programs such as transporting students on field trips; assisting artists and participants in displaying art and in coordinating programs; and by ensuring that necessary supplies, equipment, etc. are provided and in proper working order for displays and programs.

Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.

Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

### **ADDITIONAL JOB FUNCTIONS:**

Performs other related duties as required.

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### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office and art related machines, tools, equipment, etc., such as a calculator, copier, sewing machine, camera, artists supplies, etc. Must be able to use body members to work, move, or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, artistic, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange technical, creative, and administrative and policy related information. Includes giving assignments and/or directions to co-workers and volunteers.

**LANGUAGE ABILITY:** Requires ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the position of Cultural Arts Coordinator.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors, the general public, program participants, and parents; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office and art equipment and supplies.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using office and art related equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, volunteers, parents, etc.) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has considerable knowledge of the policies, procedures, and activities of the City and cultural arts programs and practices as they pertain to the performance of duties relating to the position of Cultural Arts Coordinator. Has considerable knowledge of various cultural arts programs, rules and regulations of applicable programs, and guidelines as necessary in the completion of daily responsibilities. Knows how to keep abreast of any changes in policy, methods, rules, regulations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Is able to use independent judgment as situations warrant. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Is skilled in operating required equipment and machines.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments and divisions, co-workers and the general public.

**Quantity of Work:** Performs described "Essential Functions" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the organization.

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to supervisors with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City and/or department policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between staff persons and departments within the City.

**Relationships with Others:** Shares knowledge with managers, supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department staff, employees and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the department and to project a good department image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the department. Emphasizes the importance of maintaining a positive image within the department. Interacts effectively with Director of the Carrollton Recreation, Parks and Cultural Arts Department, department heads, staff, program participants, parents of participants and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work assignments and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the department and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.