

CURRENT EMPLOYMENT OPPORTUNITIES:

Job Title: Cultural Arts Center Superintendent

Full-Time: **Part-Time:** **Temporary:** **Seasonal:** **Other:** _____

Department: CPRCAD

HOURS OF WORK: 40 hours per week plus meetings and events outside of the regular workday. Early mornings, nights, and weekends are required. Schedule is flexible. This class is FLSA exempt.

COMPENSATION: Salary *commensurate with experience.*

Closing Date: July 15, 2016

Application Information:

POSITION OPEN DATE: June 22, 2016 (Initial posting date - June 17, 2016, prior to job description enhancement)

POSITION CLOSE DATE: July 15, 2016

HOW TO APPLY: Resumes for the position may be mailed to Libby R. Duke, Human Resource Director at lduke@carrollton-ga.gov. Resumes received will be responded by the Human Resource Department with a request via email to the applicant to complete an employment application. Detailed instructions will be included in responses to resumes received.

Questions regarding this position may be emailed to Libby R. Duke at lduke@carrollton-ga.gov or phoned to Libby R. Duke at (770) 830-2000.

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

GENERAL STATEMENTS OF THE POSITION: The Cultural Arts Superintendent is a vision setting dynamic leader that is a “big picture thinker” who “thinks outside the box” by creating, implementing and maintaining programs that raise and nurture a creative community; demonstrates a commitment to integrating arts, entertainment, and education programming into a broader community development agenda; serves as the primary spokesperson for the Cultural Arts Department and is a visible presence in guiding the overall strategic thinking, partnerships, program development, and oversight of the Cultural Arts Department’s programs and facilities.

Current divisions within the Cultural Arts Department includes the following: The Artist Guild, the Writers Guild, Community Chorus, Teen Theater, Primary Theater, Children's Theater, Art Camps, Performing Arts Classes, Visual Art Classes, and Art Exhibitions. This Department has an annual budget of over \$500,000.

The Cultural Arts Superintendent articulates the positive impacts of the arts and culture in and for the City; has the responsibility to effectively promote the arts, serve as an advocate for the arts, and build relationships with key stakeholder groups, the social, political and business communities of the area, including: local artists; donors; elected and public officials; preK-12 school, college and the university.

The Cultural Arts Superintendent oversees the management and control of financial assets, the proper 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 Department.

QUALIFICATIONS: Bachelor's degree in arts administration, cultural arts, business, marketing, or related field with the following equivalent experience required: A minimum of five years of progressively responsible managerial, supervisory, community engagement, special events, experience working with volunteer boards, and outstanding oral and written communication skills. A passion for the arts is essential.

Additional qualification include that the ideal candidate must...

- Possess an unquestioned reputation for honesty, integrity and have the ability to clearly communicate with all members of the public.
- Have a strong business background with the ability to properly handle the receipt of money while having significant experience in managing a variety of diverse arts programs. Knowledge of the intricacies of the financial management art exhibit halls, arts classes, camps, and theater productions is a plus. The ability to balance the needs and wishes of the public with the business constraints of the City are a must.
- Possess the ability to inspire others to become excited about, energized and, importantly, invested in mission and goals.
- Demonstrate a passion for preserving, sharing and instilling in others the value of the past, present and future of art and culture in Carrollton and the region.
- Have strong decision-making skills, who follows-through with commitments, has the ability to strategize, set clear objectives, and motivate our community and its diverse stakeholders to work intensely toward success in achieving a shared vision.
- Readily collaborates with numerous members of the community to articulate goals, solicit suggestions and support, and gain broad acceptance for the Cultural Arts Department's role as a valuable community asset.

FURTHER DETAILED STATEMENTS OF RESPONSIBILITIES:

The responsibilities listed below are intended only as general illustrations of the various types of work that will be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

- Provides the organizational leadership and supervision to facilitate all aspects of internal and external usage of the Cultural Arts Department.
- Directs the day to day operations of the Cultural Arts Department, including communications with all users/renters including facilitating equipment and personnel needs.
- Serves as the cultural diplomat for the City of Carrollton and provides leadership, arts education advocacy, and strategic direction for the department, articulating the positive impacts of the arts and culture in and for the City. The Superintendent maintains a visible presence in guiding the overall strategic thinking, partnerships, program and policy development, and oversight of the City's visual and performing arts programs and facilities,
- Responsible for establishing short-range and long-range goals and objectives, oversees the preparation and administration of department budgets, and monitors related expenditures and revenues to provide effective, efficient, and economical fiscal management of the department's facility and programs. The position also provides philosophical direction, mentors, and evaluates various employees, as well as programs to ensure organizational vibrancy and integrated cultural branding for the community.
- Establishes effective working relationships and maintains cooperative agreements with community groups, organizations and members; insure consistent positive image to the community; and insure consistent positive image to members.

- Leads the effort to develop a strategic plan to fund and advance the Cultural Art Department's mission and to communicate the vision and build support of the mission among the community, as well as the region.
- Knowledgeable of the principles and practices of arts facility management, public administration, personnel management, and budget preparation and monitoring.
- Knowledgeable of the changing arts, entertainment, and museum market; and arts, cultural, and museum facilities including: programming and program development, facility rentals, exhibit management, vendor relations, box office operations, events management, education programming, facility operations, retail operations, maintenance, and capital projects.
- Ability to develop innovative strategies to maximize earned and contributed income; deal effectively with advisory boards and "partner" boards/organizations; develop programs and presentations either directly on behalf of the City or in partnership with private sector enterprises; create opportunities to increase the effectiveness of the Department and expand its influence.
- Ability to clearly articulate a vision, exhibit a commitment to quality, and demonstrate the sensitivity to successfully navigate the complexities of managing the Cultural Arts Department with many stakeholders; demonstrate a commitment to integrating arts, entertainment, and education programming into a broader community development agenda.
- Ability to listen, negotiate, and collaborate with diverse groups and management teams, and demonstrate strong leadership and interpersonal skills; and deal effectively with representatives from public and private agencies, and the general public in coordinating activities and resolving problems.
- Reviews and develop ideas to broaden and strengthen audience, citizen and community outreach.
- Works to market and promote the Cultural Arts Department programs and activities.
- Networks with other art centers and departments in order to benchmark and learn from other theatres and bring new ideas and improvements to the Carrollton Cultural Arts Department.
- Communicates with the general public, other City employees, board members, vendors, management, contractors, public officials, arts community, and colleagues in the field/profession in order to direct and manage the Cultural Arts Department
- Supports Downtown Carrollton as needed in working with artist management representatives to effectively negotiate, contract and carry out concert events and be prepared to act as liaison between the Cultural Arts Department Technical Coordinator and artist management/production team.
- Prepares written documents to provide information to policy-makers, advisory boards, management, staff, and the general public.
- Makes oral presentations and provides interviews with electronic and print media on policies and procedures to advisory boards, the City Council, staff, and management.
- Establishes ways to measure and monitor the Cultural Arts Department impact on the Carrollton Community.
- Works with and supervises a core staff and volunteer group. Manages personnel and performs annual performance evaluations.

- Establishes seasonal calendar working with various boards and committees and other community individuals and organizations:
- Oversees scheduling of auditorium rentals with local arts organizations, local non-arts organizations and others. Proactively manage user relations and help ensure all requirements under the agreement for rentals and ensure all events run as smoothly as possible
- Ensures the facility is well maintained by overseeing key maintenance schedule and capital improvement plan.
- Prepares Cultural Arts Department budget and analyzes and justifies expenditures.
- Maintains financial records and is well informed of the Cultural Arts Department financial status at all times.
- Writes grants for the Cultural Arts Department and actively seek new avenues for support.
- Oversees research and analysis of data to maintain department efficiency and effectiveness.
- Performs mathematical calculations, statistical computations, and financial and cost analysis for projects and programs related to the Cultural Arts Department activities.
- Comprehends and makes inferences from written material such as reports, policies and procedures to manage an efficient, effective and forward-thinking City department.

(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, artist's 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 Superintendent.

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 considerable 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).