

**City of
EDMONDS
Washington**

ARTS & CULTURAL SERVICES PROGRAM MANAGER

Department:	Parks, Recreation & Cultural Services	Pay Grade:	NR-12
Bargaining Unit:	Non-Represented	FLSA Status:	Exempt
Revised Date:	November 2012	Reports To:	Parks, Recreation & Cultural Services Director

POSITION PURPOSE: Under general direction, develops, manages and implements cultural and arts related development plans and programs for the City; serves as City liaison to the Edmonds Art Commission (EAC); manages assigned budgets; facilitates art, economic and cultural community partnerships; administers capital art acquisitions and capital construction projects; promotes cultural tourism; develops and implements special projects; prepares and administers grants and manages staff and volunteers.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages the workflow and prioritization of assigned projects and takes appropriate corrective action when necessary.
- Manages assigned capital improvement projects.
- Plans, organizes, and directs special projects for the City; provides leadership and direction in such areas related to cultural services and/or arts in relation to capital programs and a variety of city-wide projects and programs which involve multiple departments.
- Provides advice and counsel to staff, develops and/or assists with developmental work plans for staff and makes recommendations and/or implements corrective actions, discipline and termination procedures as appropriate/necessary or as directed.
- Manages, administers, maintains and oversees assigned budgets including making recommendations to the annual budget.
- Monitors expenditures; identifies needs and reviews and approves reports, purchases and payments according to established policies and practices; makes recommendations and forecasts for future funds needed for staffing, equipment, materials and supplies.
- Serves as City liaison to the Edmonds Arts Commission (EAC), and plans and supervises the execution of EAC programs such as: visual art exhibits, the Write on the Sound Conference, Concerts in the Park, tourism promotion and special programs.
- Prepares program budgets, presenter contracts and tourism promotion contracts developing new program initiatives and alternative funding sources.
- Advises EAC on policy and procedures including policy recommendations and facilitates annual EAC strategic planning.
- Coordinates and/or participates in Community Cultural planning and other City planning efforts associated with urban design and economic development and public art.

JOB DESCRIPTION

Arts & Cultural Services Manager

- Organizes public meetings; oversees and/or participates in document preparation and makes presentations.
- Manages the Public Art Program; identifies annual revenue sources and prepares related budgets; manages acquisition process; develops and monitors artist contracts and oversees installation of artwork.
- Manages public art collection maintenance, risk management and display.
- Researches grant opportunities, prepare and administer awarded grants for arts related economic development capital projects working in collaboration with other departments and agencies on project development and administration.
- Develops and maintains partnerships to link arts, artists, business, education and beautification and promotes development of cultural tourism events and programs.
- Coordinates technical assistance programs for artists and arts organizations and serves as liaison to art educators and local/state arts advocates.
- Assists the Director in the development and implementation of department goals, objectives, work plans and long-range plans, establishes division goals, objectives and priorities and assists with various department presentations and grants.
- Provides operational leadership to assure standards are met for productivity, efficiency, continuous quality improvement, customer satisfaction and teamwork.
- Performs work within scope of authority and training and in compliance with policies and quality standards while monitoring assigned operations and ensuring compliance with Federal, State and local regulations and policies.
- Interprets policies and procedures and assures the consistent application of rules and regulations.
- Serves as staff on a variety of boards, commissions and committees and prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings; maintaining awareness of new trends and developments in the fields related to area of assignment and incorporates new developments as appropriate and assigned.

Required Knowledge of:

- Operational characteristics, services, and activities related to cultural services programs including business and industry principles and practices related to work assigned.
- Research methods and report preparation and presentation.
- Community-based cultural arts organizations and a broad range of visual, literary and performing arts.
- Familiarity with economic development principles and practices.
- Familiarity with strategic planning principles and practices including best practices in risk management.
- Principles of volunteer recruitment and coordination.
- Up to date marketing principles and practices.
- Effective strategies for community fundraising, and donations.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Federal, state and local laws, rules and regulations related to assigned activities and programs.
- Effective oral and written communication principles and practices to include public relations and public speaking.
- Program/project management techniques and principles.
- Grant writing techniques and principles.
- Research methods and report preparation and presentation.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.

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- Principles and practices of governmental budget preparation and administration.

Required Skill in:

- Planning and developing community cultural arts and economic resource programs with creativity and innovation.
- Planning, developing and administering the annual division operating budget and assist with department long-range capital improvement programs
- Serving as City liaison to EAC.
- Developing and administering a variety of cultural services programs that meet community needs.
- Preparing, submitting, administering and monitoring grant proposals.
- Administrating contracts for services.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve and explain them.
- Applying program/project management techniques and principles.
- Preparing and maintaining accurate records and reports.
- Planning and preparing various promotional materials.
- Developing and monitoring program/project operating budgets, costs and schedules.
- Communicating effectively verbally and in writing.
- Supervising, leading, coaching and using best management practices to improve staff performance; delegating tasks and workload assignments.

MINIMUM QUALIFICATIONS:

Education and Experience:

A Bachelor's Degree in Arts Administration or related field such as Economic Development or Urban Design and five years of experience in public arts administration, capital project planning and management, community arts programs or similar related programs and services, preferably within a municipal or public sector environment, that includes two years of staff supervisory and budgetary responsibility for a major division or program; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Reading and understanding a variety of materials.

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- Operating a computer keyboard or other office equipment.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 40 lbs.

Hazards:

- Contact with angry and/or dissatisfied customers.
- Contact with hazardous chemical cleaners and sealants for art maintenance.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____