ASSISTANT DIRECTOR – ARTS AND CULTURE

JOB DESCRIPTION

Classification Responsibilities: The City of Mesa Assistant Director – Arts and Culture will be primarily responsible to create, update, and implement day-to-day internal policies related to efficient and effective operations of the assigned Arts and Culture facilities. The Assistant Director will ensure quality control of policies and procedures; collect and prepare data to monitor customer service and public interest needs and trends; propose the annual budget to the Director; monitor department expenditures; perform in the role of department director in times of the Director's absence; establish short- and long-range strategic plans; develop and implement program goals and objectives; review and evaluate operations and activities, including maintenance and capital improvements; and provide executive oversight and assistance on personnel-related matters. The Assistant Director will be responsible to assist the Arts and Culture Director with public presentations, to include presentations to the Mesa City Council and to City Management. An Assistant Director – Arts and Culture performs related duties as required. The Assistant Director – Arts and Culture will directly oversee the following areas within the Arts and Culture Department: finance and administration, box office, and operations. The Assistant Director – Arts and Culture is responsible for directing the work of the Arts and Culture Deputy Director (Performing Arts), and in conjunction, will indirectly oversee the Mesa Arts Center's theatres, theater operations, event services, Mesa Contemporary Arts Museum, the i.d.e.a. Museum, and the Arizona Museum of Natural History. Duties will be performed under the supervision of the Arts and Culture Director.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. Supervision is received through the Arts and Culture Director who will review work through meetings, conferences, and results achieved. An employee in this classification is required to attend performances, openings, and events (including weekends) at the Mesa Arts Center to the extent required to fulfill job responsibilities as directed by the Arts and Culture Director. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Arts and Culture Management, Business Management, Business Administration, Public Administration, or a related field. A minimum of five years of progressively responsible managerial and administrative experience, including a minimum of two years in a supervisory capacity. A minimum of one year of demonstrated experience in preparing and monitoring operations and capital budgets.

Special Requirement. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. A Master's Degree in Arts and Culture Management, Business Management, Business Administration, Public Administration, or related field is desirable.

Demonstrated knowledge and experience in the arts and culture field, complex project management experience, and experience dealing with the public in a municipal environment is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors, management, contractors, public officials, patrons of the Mesa Arts Center, Mesa Arts organizations, Board Members, donors, artists, electronic and print media, arts professionals, and business professionals in order to provide information, respond to questions, and direct, coordinate, and supervise matters relating to the Mesa Arts Center, i.d.e.a. Museum, Arizona Museum of Natural History, and associated City arts programs and services. Prepares reports, analyses, studies, instructions, contracts, agreements, and correspondence in order to justify, explain, persuade, report, present, and communicate ideas, facts, policies, processes, vision, solutions, etc. Makes presentations regarding the Mesa Arts Center, i.d.e.a. Museum, Arizona Museum of Natural History, and various arts issues for the purpose of informing, instructing, and/or persuading citizen groups, service organizations, other City personnel, boards, or City Council. Prepares written documents (Council Reports, management reports, Museum and Cultural Advisory Board reports, policies and procedures, monthly activity reports, financial analyses, etc.), with clearly organized thoughts and/or using the proper sentence construction, punctuation, and grammar, in order to enlighten, share information, persuade, and recommend.

Manual/Physical: Reviews the work product of others to ensure adherence to facility, state, and federal health and safety regulations (Occupational Health and Safety Association [OSHA], Safety Data Sheets, Visual Arts Rights Act). Inspects, monitors, and evaluates information and work-related conditions to determine compliance with prescribed operating, safety, and security standards. Prepares and updates schedules, graphs, or similar charts (example: arts grants/funding history, attendance trends, budgetary information) in order to report or explain, make public presentations, and educate target populations such as advisory boards, City Council, and staff. Enters data or information into a personal computer (PC) in order to enlighten, share information, persuade, and recommend.

Mental: Plans, organizes, and directs the activities of the Arts and Culture Operations and Administrative staff. Prioritizes and assigns work to personnel and prioritizes own administrative (example: writing, communicating, attending meetings, solving problems, etc.) work. Resolves procedural, operational, and other work-related problems pertaining to personnel management, facility operation, and program delivery by interacting with appropriate individuals. Coordinates work activities, program functions, and other tasks (strategic planning, publicity, networking) with other City departments, other cities, and other agencies such as arts commissions, schools, chamber of commerce, Visit Mesa, sister cities organizations, museums, and cultural organizations. Develops departmental and divisional policies and procedures, short- and long-term objectives, and other plans such as performance measures, mission statements, vision statements, business plans, and organizational charts. Conducts research and analyzes data (financial, planning, benchmarking to develop efficiency, strategic, and operational plans, policies, and procedures). Performs mathematical calculations, statistical computations, financial, and/or cost analysis. Comprehends and makes inferences from written material (plans, reports, graphs, financial data, professional arts periodicals) to function effectively. Understands schematic drawings and layouts to make construction related decisions. Learns job-related material in a classroom setting. Supports staff in the creation of arts programming in response to identified community needs. Assists the Director and development staff in generating means of supporting and funding community-wide arts and cultural programs, services, and opportunities.

Knowledge and Abilities:

Knowledge of:

the principles and practices of arts facility management, public administration, and evaluation methods;
the changing arts, entertainment, and museum market;
arts, cultural, and museum facilities including: programming and program development, facility rentals, exhibit management, tenant and vendor relations, box office operations, events management, facility operations, retail operations, maintenance, and capital projects;
community needs, challenges, and opportunities related to organized arts and cultural programs;
methods and practices used to plan, organize, and direct specialized arts programming including promoting, publicizing, and scheduling of events, exhibitions, activities, materials, and facilities;
principles and practices of arts program management;
the principles, practices, and methods of supervision and management;
personnel management and work schedule coordination for full-time, part-time, and contract personnel; and
the principles, practices, and methods of municipal budgeting and finance, including budget preparation, monitoring of expenditures, and management methods.

Ability to:

oversee the planning of special events, projects, and activities sponsored by the Mesa Arts Center;
listen well and communicate effectively with employees and citizens with varying educational and sociological backgrounds and values;
negotiate various agreements with other agencies and individuals;
effectively resolve public relations and disciplinary problems;
listen, negotiate, and collaborate with diverse groups and management teams, and demonstrate strong leadership and interpersonal skills; and
deal tactfully and courteously with the public.

The duties listed above are intended as general illustrations of the various types of work that may 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.

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RLN/eb/js

CS6103.DOCX	PAY GRADE: 64
EEO-O/A	IND-9410
JOB FCTN-ADM	SWORN-No
Non-DOT Safety and Security-Y	Non-DOT Random-N
CDL-N	DOT-N
RESP-N	INCREMENTS 66-200