

## ARTS ADMINISTRATOR

### JOB DESCRIPTION

**Classification Responsibilities:** The Arts Administrator provides leadership and performs administrative work involving planning, developing, coordinating, and supervising the City's Visual Arts and Education Programs. This position is responsible for overseeing the Arizona Museum for Youth, Arizona Museum of Natural History, Public Art Program, Mesa Arts Center Arts Education Programs (Stageworks and Art Studios Programs), Volunteer Programs, and Mesa Contemporary Arts. Duties include: developing, administering, and monitoring the Mesa Art Center's annual budget; overseeing the preparation and administration of Arizona Museum for Youth and Arizona Museum of Natural History budgets; developing short- and long-term arts program objectives; developing sources for private funding; administering art grants and endowments awarded to program areas; participating in Arts and Cultural strategic planning; supervising subordinate program administrators, supervisors, and administrative support staff; and acting as liaison between the Mesa Arts Center, the Museum and Cultural Advisory Board, and community interest groups. This position also functions as liaison to each Museum's 501(c)(3) support organizations, and performs related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. An employee in this classification is required to attend performances (including weekends) at the Mesa Arts Center to the extent required to fulfill job responsibilities as directed by the Mesa Arts Center Executive Director. The Arts Administrator is supervised by the Mesa Arts Center Executive Director who reviews performance through review of plans, budgets, conferences, and reports. 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.** Graduation from an accredited college or university with a Master's Degree in Fine Arts, Arts Administration, Art History, Museum Studies, Natural History or a closely related field. Extensive (5+ years) progressively responsible experience in the organization and management of an art, natural history, and/or history museum, or in the organization and management of arts programs in a public setting. Considerable (3 - 5 years) supervisory experience with both professional and support staff.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Supplemental coursework in management, business, or public administration is preferred. Experience in developing sources for private funding, obtaining and/or monitoring grants, and working with advisory boards and 501(c)(3) support boards/organizations in multi-faceted institutions with regional impact is also preferred.

## 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, Arizona Museum for Youth, Arizona Museum of Natural History, and associated City arts programs and services. Instructs and trains subordinates, board members, colleagues, and committee members regarding City policies, arts field issues, grant writing, fund raising, event management, advocacy, and non-profit group management. 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, Arizona Museum for Youth, 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], Material and 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 in order to enlighten, share information, persuade, and recommend.

**Mental:** Plans, organizes, and directs the activities of the Mesa Arts Center Visual Arts, Education, and Volunteer Programs, Arizona Museum for Youth, and Arizona Museum of Natural History. Supervises and evaluates the work of subordinate personnel (Museum Administrators, Arts Education Supervisor, Mesa Arts Center Curator and Volunteer Coordinator) involved in planning, implementing, coordinating, teaching, evaluating, and supervising. 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, convention and visitors bureau, sister cities organization, 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. Assists in preparing the division, Mesa Arts Foundation and museum budgets. 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. Creates arts programming in response to identified community needs. Develops means of supporting and funding community-wide arts and cultural programs, services, and opportunities.

**Knowledge and Abilities:**

Knowledge of:

community needs and problems related to organized arts and cultural programs for children and adults; methods and practices used to plan, organize, and direct specialized arts programming including promoting, publicizing, and scheduling of events, activities, materials, and facilities; one or more specialized fields of visual arts activity; principles and practices of arts program management; grantsmanship; the principles, practices, and methods of supervision and management; personnel management and work schedule coordination for full-time, part-time, and contract personnel; local communications media and techniques for effective advertising and promotion; 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 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; and deal tactfully and courteously with the public.

The duties listed above are intended only 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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JOB FCTN-ADM

INCREMENTS 66-200

PAY GRADE: 59

IND-9410

SWORN-No