

## DEPUTY DIRECTOR – ARTS AND CULTURE

### JOB DESCRIPTION

**Classification Responsibilities:** The Deputy Director – Arts and Culture performs administrative work involving planning, developing, coordinating, and supervising programs and services for the Arts and Culture Department. Duties include: developing, administering, and monitoring program area budgets; developing short- and long-term arts program objectives; developing and administering agreements with artists and partners; overseeing the administration of arts grants and endowments awarded to the program areas; consulting on maintenance of programmatic facilities and spaces; and administration of program and administrative support staff. This class provides important council and leadership in the development of the organizational strategic direction; messaging and employee engagement; and provides information, messaging, guidance, and relationship development to support fundraising in their program areas. This position also functions as a liaison between the assigned program, division management, the Museum and Cultural Advisory Board, and community interest groups. Work assignments are broad in scope and are performed with considerable independence. This class performs related duties as required.

**Performing Arts/Theaters Assignment:** This assignment is responsible for the planning, organizing, and implementation of the annual, large presenting series of Mesa Arts Center (MAC); negotiating with agents and business representatives for a large number of touring artists; programming and overseeing the annual outdoor free concert series and performing arts programming for festivals; supervising and guiding the facility rental program for Arts and Culture venues, especially MAC; and overseeing the food and beverage staff and program of MAC, including the department's liquor license and alcohol sales policies and procedures. This position has responsibility for substantial earned income production; working a variable schedule to oversee evening and weekend performances; and keeping abreast of information and trends in the performing arts and performing arts facility management.

**Visual Arts and Engagement/Education Assignment:** This assignment is responsible for overseeing Arts Education and Engagement Programs for the MAC, including the Arts Studios, as well as Community/Special Events and the Mesa Contemporary Arts Museum. Education and Engagement Programs include those serving students, focused programs for vulnerable populations, general public workshops and services, youth camps, satellite or temporary programs out in the community, large community-based projects, and special training programs. Community/Special Events include several annual large festivals and other activities and events, including those with community partners and participation in City-wide events. Supervises the Mesa Contemporary Arts Museum Curator to oversee the annual exhibition and program plan for the museum. Provides guidance and oversight for the large and growing Arts Studios program of classes and workshops provided to the public, as well as programs for special populations such as veterans and older adults. This position keeps abreast of information and trends in the visual and studio arts, and in community engagement, placemaking, and arts innovation.

**Director of Development Assignment:** This assignment is responsible for overseeing fundraising activities for the Arts and Culture Department at the MAC, i.d.e.a. Museum, and Arizona Museum of Natural History. Responsibilities include developing funding sources; implementing fundraising programs that embrace the foundation, corporate, federal, and state agencies; applying for government grants; soliciting individual donors; managing the naming rights for philanthropic donations from patrons; obtaining underwriting for arts and culture programs; developing and managing capital

campaigns; building donor databases; working with the department director and foundations in developing the budget to establish annual fundraising goals; promoting memberships/sponsorships campaigns and events; and maintaining compliance with the City's policies and procedures while ensuring the fundraising credibility of its institutions and program areas.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. The Deputy Director – Arts and Culture class is distinguished from the Museum Administrator and i.d.e.a.. Museum Administrator by responsibilities for a larger number of programs and annual events (indoor and outdoor), which change more frequently and require greater interactions with artists, teaching artists, sponsors, and business representatives. Furthermore, the Deputy Director – Arts and Culture relies on a large number of external artists or teaching artists, differing from the programs of the museums, which have primary involvement with in-house productions/programming, over which they have substantial control. An employee in this classification is required to attend performances and/or education/engagement programs (including weekends) to the extent required to fulfill job responsibilities as directed by the Arts and Culture Director or if designated, the Assistant Director - Arts and Culture. This class is supervised by the Arts and Culture Director or if designated, the Assistant Director - Arts and Culture who reviews performance through meetings, discussions, conferences, reports, and observations of results of programming and events. 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 Administration, Philanthropy, Art Education, Fine Arts, Museum Studies, or a closely related field. Extensive (7-10 years) progressively responsible experience in the organization and management of cultural or arts programs, including considerable (3 - 5 years) supervisory experience.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Experience in arts center development, contract administration, fundraising, grant compliance, arts education, and personnel management is preferred. Graduation from an accredited college or university with a Master's Degree in Arts Administration or a closely related field is highly desirable.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, vendors, management, contractors, public officials, arts and entertainment professionals and their business representatives, educational institutions, patrons, Mesa and Valley arts organizations, downtown business representatives, Foundation board members, and the Museum and Cultural Advisory Board in order to provide information, respond to questions, and direct, coordinate, and supervise matters relating to the

department and associated City arts programs and services. Prepares reports, analysis, studies, instructions, contracts, agreements, and correspondence in order to justify, explain, persuade, report, present, and communicate ideas, facts, policies, processes, vision, solutions, etc. Prepares written documents (council reports, management reports, Museum and Cultural Advisory Board reports, policies and procedures, monthly activity reports, financial analysis, etc.) with clearly organized thoughts and/or using the proper sentence construction, punctuation, and grammar in order to advise, share information, persuade, and make recommendations. Provides interviews with electronic and print media; and makes presentations to professionals in the arts and entertainment field, as well as to other interested groups for the purposes of informing, instructing, and/or persuading citizen groups, service organizations, other City personnel, and boards regarding the department's vision, policies, and processes. Instructs and trains subordinates, board members, colleagues, and committee members regarding City policies, facility use guidelines, arts field issues, marketing, grant writing, fundraising, event management, and advocacy and non-profit group management.

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures, including adherence to facility health and safety regulations. 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 (fundraising and marketing trends, attendance trends, budgetary information), to 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 advise, share information, persuade, and make recommendations.

**Mental:** Plans, organizes, and directs the activities of the assigned program and associated City arts programs and services (including arts education, marketing, and fundraising). Supervises and evaluates the administrative and manual work of subordinate personnel involved in planning, implementing, coordinating, teaching, evaluating, and supervising; and prioritizes own administrative work. Resolves procedural and operational problems pertaining to personnel management, facility operation, and program delivery by interacting with staff, outside contractors, non-profit support groups, and business entities. Coordinates work activities and program functions with other City departments, other cities, convention/visitors' services agencies, and other agencies (such as Valley arts/cultural and social non-program organizations, boards, and committees). Develops policies and procedures, short- and long-term objectives, performance measures, mission and vision statements, business plans, and organizational charts. Conducts research and analyzes data (example: budgetary, marketing, sales, patron attendance, fees/charges, surveys, economic impact, etc.), to develop facilities and programs, prepare budgets, and set priorities and fees and monitor revenue centers. Performs mathematical calculations, statistical computations, financial and/or cost analysis, and year-end projections. Makes statistical inferences from data, as well as from written materials (City policies, professional journals and newsletters, local/state/national reports and studies, and meeting minutes of related committees and boards). Reviews and interprets contracts, blueprints, and layouts for performance requirements, displays, and traffic flow for events. Creates arts programming in response to identified community needs and develops methods of supporting and funding community-wide arts and cultural programs, services, and opportunities.

**Knowledge and Abilities:**

Knowledge of:

The methods and practices used to plan, organize, schedule, and direct specialized arts and cultural programming, fundraising, education or engagement as needed;  
community needs and issues related to organized arts programs for children and adults;  
the principles and practices of arts and educational program management;  
the theories and principles of public relations and fundraising;  
principles and practices of arts program, arts facility management, donor stewardship, and cultivation;  
presenting of professional artists and contract negotiation;  
local communications media and techniques for effective advertising and promotion; and  
budget preparation, justification, fundraising, grant-writing, and management methods.

Ability to:

oversee the planning of special events and evaluate program effectiveness and participation;  
practice effective listening and effective communications with employees, citizens, and other interested individuals/groups of varying educational and sociological backgrounds and values;  
negotiate and exercise responsibility for contracts and agreements with other agencies and individuals;  
develop and implement methods and procedures for improved cost-effectiveness and participation by the public and associated organizations;  
effectively resolve public relations and disciplinary problems, and deal tactfully and courteously with the public and staff;  
conduct special information tours for members of the press, citizen groups, and donors with regard to publicity and fundraising;  
represent the department at national, state, and local professional organizations to enhance the departments involvement in and commitment to the community as both a resource and provider;  
research potential funding prospects and monitor progress;  
prepare and write formal fundraising proposals tailored to individual, corporate, or foundation donors;  
provide advice on developing, marketing, and producing fundraising events and projects to assure appropriateness of these events to the various oversight boards, the department, and the City;  
advise boards and committee members about specific calls, contacts, and foundation research;  
establish professional contacts with potential donors, performers, user groups, and other artists, as well as the staff of similar facilities;  
secure donations or volunteers for specific programs;  
facilitate staff roundtable discussions to integrate staff in all levels of planning and presentation; and  
exercise initiative and judgment in the improvement, development, and conduct of complex programs within the context of the City Code of Ethics and the departments mission statements.

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: 60

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