

ARTS AND CULTURE DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: The Arts and Culture Director serves on the Executive Team as the cultural diplomat for the City of Mesa and provides leadership and arts education advocacy, directs department-wide fundraising and development, and provides strategic direction for the department, articulating the positive impacts of the arts and culture in and for the City. The Director maintains a visible presence in guiding the cultural, economic, and overall strategic thinking, partnerships, program and policy development, and oversight of the City's visual and performing arts programs and facilities, including the Mesa Arts Center, Mesa Contemporary Arts Museum, i.d.e.a. Museum (Imagination, Design, Experience, Art), and the Arizona Museum of Natural History (AZMNH). Also serving as the Executive Director of the Mesa Arts Center, the position directs its program planning, marketing, fundraising, and overall operations. The Arts and Culture Director is responsible for establishing short- 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 department facilities and programs. The position also provides philosophical direction, mentors, and evaluates various department administrators to ensure organizational vibrancy and integrated cultural branding for the community. The Arts and Culture Director works closely with the Mesa Arts Center Foundation, Museum and Cultural Advisory Board, AZMNH Foundation, and i.d.e.a. Museum Foundation and serves as an arts and culture advisor to the City Council, City Manager, and the public-at-large. This class performs related duties as required.

The Arts and Culture Director, at the direction of City Management, serves in a secondary role as the Mesa Art Center Executive Director. In this capacity, the Director performs administrative work involving the planning, developing, coordinating, and supervising activities and facilities of the Mesa Arts Center Campus. The Executive Director is the lead contact with the Mesa Arts Center Foundation and also is responsible for administering the annual budget for the MAC. This position supervises professional staff (Assistant Director, Deputy Directors) who help to administer the overall customer experience through programming, classes, and events at the Mesa Arts Center.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. Supervision is received from a Deputy City Manager who reviews work through meetings, conferences, and results achieved. An employee in this classification is required to attend performances, openings, and events (including evenings and weekends) at the Mesa Arts Center and Museums to the extent required to fulfill job responsibilities as required by the City. 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 a related field. A minimum of seven years of progressively responsible managerial, supervisory, and administrative experience.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Regional arts management, local government, economic development, fund development, and community engagement experience sufficient to integrate the activities of the department is preferred. A Master's Degree in a related field is also desirable.

ESSENTIAL FUNCTIONS

Communication: 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 Mesa Arts Center and oversee the Arts and Culture Department. Instructs subordinates and professional colleagues regarding policies, procedures, plans, and philosophies related to the Arts and Culture Department. Prepares written documents to provide information to policymakers, 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.

Manual/Physical: Reviews the work product of others to ensure compliance with standard operation procedures and standards to maintain quality service levels. Inspects, monitors, and evaluates work-related conditions and physical facilities to determine compliance with prescribed operating, health and safety standards, regulations, and guidelines. Monitors arts and cultural activities, and attends various meetings and events related to programs. Meets scheduling and attendance requirements.

Mental: Plans, organizes, and directs the activities of the Mesa Arts Center and the Arts and Culture Department. Supervises and evaluates the work of subordinate personnel managing and supervising arts and cultural programs. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural and operational problems. Coordinates work activities and program functions with other City departments, other cities, and local arts organizations. Develops Mesa Arts Center and Arts and Culture Department policies and procedures, short- and long-term objectives, and plans for facility and program development. Oversees research and analysis of data to maintain department efficiency and effectiveness, respond to the citizens of Mesa, and provide direction toward the future. Performs mathematical calculations, statistical computations, and financial and cost analysis for projects and programs related to Mesa Arts Center and department activities. Prepares Mesa Arts Center and Arts and Culture Department budget and analyzes and justifies expenditures. Comprehends and makes inferences from written material such as reports, policies and procedures to manage an efficient, effective, and forward-thinking City department. Understands and interprets blueprints and schematic drawings to make decisions for future and current capital improvement projects. Learns job-related material regarding management, supervisory, and planning techniques.

Knowledge and Abilities:

Knowledge of:

the principles and practices of arts facility management, public administration, personnel management, and budget preparation, administration, and monitoring;
modern management techniques, supervisory practices, and evaluation methods;

the changing arts, entertainment, and museum market; and arts, cultural, and museum facilities including: programming and program development, facility rentals, exhibit management, tenant and 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 organization and expand its influence;
represent the City’s arts and cultural programs to the artistic, social, political, and business communities of the region;
clearly articulate a vision, exhibit a commitment to quality, and demonstrate the sensitivity to successfully navigate the complexities of managing an enterprise with many stakeholders;
demonstrate a commitment to integrating arts, entertainment, and education programming into a broader community development agenda;
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.

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.

Revised 3/23

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JOB FCTN-ADM

PAY GRADE: E12

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