

MESA ARTS CENTER EXECUTIVE DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: The Mesa Arts Center Executive Director provides strategic leadership for the Mesa Arts Center, a multidisciplinary campus that includes a museum of modern art, arts education studios and classes, community engagement programs, and festivals. This role is responsible for establishing and implementing short- and long-term goals; setting organizational priorities; defining and evaluating success metrics; and ensuring alignment with community needs, stakeholder expectations, City Council priorities, departmental objectives, and national trends. Duties include cultivating and maintaining strategic partnerships to advance the Mesa Arts Center's visibility and community impact; identifying collaboration opportunities, developing key messages for the public and media engagements, and serving as the organization's spokesperson; representing the Mesa Arts Center's interest in Foundation initiatives to ensure organizational goals; and representing the MAC at City Council and advisory board meetings. Overseeing financial planning and resource allocation for the Mesa Arts Center programs, including budgeting, revenue monitoring, and expenditure approval. Collaborating with Marketing, Development, and Finance Divisions to support fundraising, revenue goals, and fee schedule reviews. Tracking spending, identifying cost efficiencies, and evaluating annual capital improvement needs. Guiding staff in forecasting revenues and expenses to ensure long-term financial sustainability.

The Mesa Arts Center Executive Director is also responsible for evaluating program effectiveness through feedback and data analysis, addressing operational issues affecting customer satisfaction, improving public engagement, and reporting findings to the Mesa Arts Center and Arts & Culture leadership. This position is also responsible for leading research and policy development to improve operational efficiency and program effectiveness; developing and implementing policies addressing facility needs, emerging priorities, and long-term goals, while evaluating their operational and public impact; and ensuring staff compliance with departmental and City policies, maintains alignment with organizational objectives, and clearly communicates policy guidance across the Mesa Arts Center. This class performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The Mesa Arts Center Executive Director class is distinguished from the Deputy Director – Arts and Culture class by responsibilities for overseeing and managing the Mesa Arts Center institution and its divisions that are encompassed with a large multidisciplinary campus that includes a museum of modern art, arts education studios and classes, community engagement programs, and festivals. 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. This class is supervised by the Arts and Culture Director, 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 Business Administration, Arts Administration, Art Education, Fine Arts, Museum Studies, or a closely related field. A minimum of eight years progressively responsible experience in the organization and management of cultural or arts programs and/or Engagement and/or Arts Education, including considerable (3 – 5 years) supervisory experience.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Demonstrated leadership and 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 donor stewardship and cultivation;
local communications media and techniques for effective advertising and promotion;
presenting of professional artists and contract negotiation;
principles and practices of arts program and arts facility management;
methods and practices used to operate a public assembly facility; and
budget preparation, justification, fundraising, grant-writing, and management methods;

Ability to:

evaluate program effectiveness and participation;
develop and implement methods and procedures for improved cost-effectiveness and participation by the public and associated organizations;
exercise initiative and judgment in the improvement, development, and conduct of complex programs within the context of the City Code of Ethics and the department's mission statements;
practice effective listening and effective communications with employees, citizens, and other interested individuals/groups of varying educational and sociological backgrounds and values;

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 Mesa Arts Center at national, state, and local professional organizations to enhance the departments involvement in and commitment to the community as both a resource and provider;

negotiate and exercise responsibility for contracts and agreements with other agencies and individuals;

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; and

facilitate staff roundtable discussions to integrate staff in all levels of planning and presentation;

New 4/26

AD/js/ah

CS6401

EEO-O/A

JOB FCTN-ADM

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE: 64

IND-9410

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 75-200