

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 283

CULTURAL AFFAIRS DIRECTOR

GENERAL

This is responsible professional work planning, organizing, facilitating, and directing the cultural activities of the City of Pompano Beach. The employee in this classification is also responsible for coordinating the interface between the Cultural Arts Foundation and city government in the administrative areas of technical research, special reports, agenda preparations, and public information presentations. Work includes developing marketing programs, cultural arts programming, grants programs, advocacy, revenue development, and the development of cultural facilities to stabilize and encourage the growth of Pompano Beach's cultural community. Position reports to an Assistant City Manager.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Develops and implements programs and materials to promote the image and awareness of Pompano Beach as a city-wide cultural district creating earned revenue for cultural groups
- Prioritizes long-range issues affecting Pompano Beach cultural growth and forges partnerships to address them with corporate entities, community organizations and other non-profit organizations.
- Develops and issues proposal guidelines, pre-application consultation meetings, grants panel selection and orientation, panel review and recommendations, approvals by Commission and issuance of contracts and monitoring of project compliance for cultural arts grant programs.
- Identifies and implements strategies for recurring revenues from a broad range of contributors and funding organizations to continue the arts development in the City of Pompano Beach.
- Assesses and prioritizes city efforts to support cultural facilities and infrastructure needs.
- Coordinates multiple projects simultaneously in various phases of development and at various venues.
- Exercises independent judgment in the application of principles and practices of cultural arts programming.
- City government liaison with the community, the Cultural Arts Foundation, and other organizations.
- Coordinates meetings, agendas, minutes, sub-committees, monitoring of action steps.
- Works with staff to provide high-level strategic planning with regard to resource development and cultural affairs initiatives in creating and implementing strategic plans for the programs.
- Ensures sound financial management by prudently evaluating the organization's resources and overseeing Cultural Affairs' annual budget to comply with financial regulations, reporting requirements and City standards

- Compiles and disseminates monthly event calendar outlining the month's activities, special events listings, describing what, where and when events will be held and the venue, hours and a brief description of those activities.
- Will be an articulate and persuasive spokesperson in writing and in person for the arts in Pompano Beach.
- Monitors programs and activities prepares regular reports, ensures compliance with contract documents, reviews and verifies contractor's payment applications and recommends approval for payment.
- Prepares performance reports on artists, consultants and independent contractors.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and passion for the arts.
- Knowledge of current practices in the field of local arts agency administration.
- Knowledge of the budgeting practices of performing and visual arts organizations
- Knowledge of the cultural and fine arts needs of the City of Pompano Beach, or the ability to acquire such knowledge
- Knowledge of non-profit foundations, fundraising, and management.
- Skills in strategic planning to effect change in a multi-cultural environment.
- Ability to use lettering, graphic, audio-visual and related equipment
- Ability to plan and organize effective educational and informational programs
- Ability to edit, analyze and evaluate grant proposals
- Ability to express ideas, facts, and information in a clear and concise manner, verbally and in writing, to individuals or groups
- Ability to collect, analyze, and interpret data and information, and to formulate conclusions and recommendations, using independent judgment
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
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- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Considerable progressive experience with proven leadership and record of accomplishment in cultural affairs management, including budget, staff management, fundraising, and professional arts administration for seven (7) years. Strong preference will be given for prior experience starting and growing a new cultural arts program. Graduation from an accredited university with a Bachelor's degree in Business, Arts or Management related fields; a Master's degree is preferred.

A comparable amount of training and experience may be substituted for the minimum qualifications.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a personal computer, calculator, copier and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing and pulling. Ability to lift medium weight equipment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 35/50

Location: City Manager's Office

GERS: Regular: Regular Class