

CULTURE & ARTS DIRECTOR

DEPARTMENT : **WATERLOO CENTER FOR THE ARTS**
SALARY :
FLSA : **EXEMPT**
CIVIL SERVICE : **NOT INCLUDED**
BARGAINING UNIT : **NON-BARGAINING**

GENERAL STATEMENT OF DUTIES

Professional and administrative position under the general direction of the Mayor and City Council responsible for planning, organizing and directing the operations and activities of the Waterloo Center for the Arts, Phelps Youth Pavilion and the RiverLoop Facilities. Extensive leeway is granted for the exercise of independent judgment and initiative. Supervises and coordinates the work of professional, technical, maintenance, clerical and volunteer staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

These functions are considered essential for successful performance in this job classification.

1. Oversees selection and development of exhibits, educational programs and classes, catalogs, promotional materials, special events, collection and conservation activities.
2. Directs Culture and Arts Commission and Friends of the Art Center activities.
3. Hires, trains, supervises, plans, organizes, directs and evaluates Center for the Arts staff in implementing the expressed goals, policies and directives of the Mayor, Council and Commission.
4. Oversees the physical operations of the Center for the Arts facilities, Youth Pavilion and RiverLoop and coordinates with City Maintenance and/or designers, architects and engineers involved with renovation and building projects.
5. Develops annual department operating budget and analyzes and interprets operating and financial reports for Center for the Arts; administers department purchasing, expenditures and revenues.
6. Develops and administers internal Center for the Arts policies, rules and regulations.
7. Supervises the writing and dissemination of all Center for the Arts materials.
8. Supervises the writing of grant applications, writes selected grants, oversees grant budgets, directs staff in submission of grants and final reports.
9. Supervises the organization and implementation of the annual arts and crafts sale and other fund raising events and activities.
10. Supervises the selection of materials for the Center for the Arts Library.
11. Facilitates relations between organizations residing in or meeting in the Center for the Arts as well as in the community.
12. Represents Art Center/Culture and Arts Commission in the City, State and region.
13. Investigates and responds to questions and complaints made by Center for the Arts patrons in a courteous and timely manner.
14. Develops policies and procedures designed to increase the efficiency and effectiveness of department operations.
15. Attends City Council and a variety of other meetings and activities related to Center for the Arts programs.
16. Compiles reports, performs data entry and completes forms on personal computer using the applicable software.
17. Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain

current on the principles, practices and new developments in the Arts.

18. Works independently and with others with limited supervision.
19. Regular attendance on the job and at the work site is required.
20. Answers questions from and establishes and maintains effective working relationships with other City employees, City Council, Mayor, Commission members, representatives of the media and the public regarding Center for the Arts activities.
21. Performs all work duties and activities in accordance with OSHA, City and department policies, procedures and safety practices.
22. Performs other duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Comprehensive knowledge of the social, demographic and economic issues of the City and region.
2. Comprehensive knowledge of the resources and services of local public and private cultural venues and agencies.
3. Thorough knowledge of public and private grant and funding sources.
4. Thorough knowledge of administrative practices, including team building and goal setting.
5. Comprehensive knowledge of municipal budgeting principles.
6. Working knowledge of computer technology and software applications; ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
7. Ability to coordinate, direct and review all cultural and artistic programming and activities and the physical operations of the Center for the Arts, Youth Pavilion and Riverloop.
8. Ability to interview, select, train, supervise and evaluate staff and resolve complaints, conflicts

and problems with staff and the public; ability to use time, material, and staff resources effectively and efficiently.

9. Ability to communicate effectively with local businesses, civic and citizen groups and funding sources orally and in writing, using technical and non-technical language.
10. Ability to establish and maintain harmonious working relationships with subordinates, municipal officials, Culture & Arts Commission and the public.
11. Ability to understand and follow oral and/or written policies, procedures and instructions.
12. Ability to prepare and present accurate and reliable reports containing findings and recommendations.
13. Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
14. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
15. Ability to demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.
16. Ability to make public presentations and present self in a poised, professional and appropriate manner in a variety of situations.
17. Ability to function with independent judgment and skills to plan, organize and implement all activities of the Waterloo Center for the Arts.
18. Ability to communicate clearly and concisely orally and in writing, analyze and interpret data, review materials on a variety of department issues, give recommendations, review operating and financial statements and administrative reports and respond to questions and concerns from elected officials, the media and the public tactfully and in a clear, concise and easily understandable manner.

19. Decision-making ability to develop rules, policies, regulations, programs and budget for the department.
20. Ability to work with diverse groups of people from a broad variety of social, economic, racial, educational, ethnic and cultural backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. Graduate of an accredited college or university with a Bachelor’s Degree in Applied Arts, Art Education or Museum Education and a minimum of five years progressively more responsible experience in art education or museum management.

OR

Any equivalent combination of education, experience and training that provides the knowledge, skills and abilities necessary to perform the work.

2. Strong oral and written communication skills with particular emphasis on communicating effectively with a wide variety of individuals.
3. If operating a City vehicle, current driver's license and good driving record based on City of Waterloo driver performance criteria. Four or more moving violations within the previous three years, three or more moving violations within the previous one-year, or conviction or loss of license for OWI, reckless driving or other major moving violation within the previous five years will automatically eliminate a candidate from operating a City vehicle. Conviction or loss of license for OWI, reckless driving or other major moving violation after employment will result in revocation of employee driving privileges with a City vehicle. Four or more citations for moving violations within a three-year period or three or more citations for moving violations within a one-year period will be reviewed on a case-by-case basis and may result in revocation of employee driving privileges with a City vehicle. Two or more at-fault accidents within a three-year period while driving a City vehicle may result in revocation of employee driving privileges with a City vehicle.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation.

1. Sufficient clarity of speech and hearing or other communication capabilities that permits the employee to communicate effectively in person or on the phone.
2. Sufficient vision or other powers of observation that permits the employee to review a wide variety of written material and art objects.
3. Sufficient manual dexterity that permits the employee to operate a personal computer and related equipment.
4. Sufficient personal mobility that permits the employee to access all Culture & Arts facilities and to occasionally travel out-of-town.

MISCELLANEOUS

1. The City of Waterloo will conduct a background investigation including employment and criminal history checks on any applicant being considered for this position.
2. Must establish residency within Waterloo City limits within time period as determined by Mayor.
3. Must submit to and successfully pass panel interview and subsequent interview(s) by the Mayor or his designee(s).
4. The City of Waterloo reserves the right to require a physical examination and drug test by a physician of the City’s choice to determine if an applicant is capable of performing the essential functions of this job classification.

WORK SCHEDULE

Generally 8:00 a.m. to 5:00 p.m. Monday through Friday. Must also be available outside of and in addition to these hours for City Council or other meetings and activities that require the attendance of the Culture & Arts Director. Will occasionally make out-of-City trips.

Minority, female & disabled individuals are encouraged to apply.

A.A./E.E.O