

## YOUTH PAVILION MANAGER

**DEPARTMENT** : **CULTURE & ARTS**  
**SALARY** :  
**FLSA** : **NON-EXEMPT**  
**CIVIL SERVICE** : **INCLUDED**  
**BARGAINING UNIT** : **NON-BARGAINING**

### **GENERAL STATEMENT OF DUTIES**

Professional position responsible for oversight and management of daily operations of Youth Pavilion facilities at the Waterloo Center for the Arts including but not limited to supervision of Youth Gallery exhibitions and programs. The work is performed under the general direction of the Education Coordinator, but considerable leeway is granted for the exercise of independent judgment and initiative. Supervises paid and volunteer docents and education assistants.

### **EXAMPLES OF ESSENTIAL FUNCTIONS** **(Illustrative Only)**

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

- |  |   |
|--|---|
| <ol style="list-style-type: none"><li>1. Opens and secures youth gallery exhibitions and facilities.</li><li>2. Supervises overall operations of youth galleries.</li><li>3. Monitors and maintains inventory of exhibition supplies; ensures that exhibition consumables are restocked.</li><li>4. Supervises maintenance of youth exhibitions and components, ensuring that they are kept clean, tidy and in excellent working order.</li><li>5. Works with Preparator/Technician to secure technical support for interactive exhibitions and equipment that utilize digital, audio, visual or other technologies.</li><li>6. Schedules and supervises docents and education assistants (paid and volunteer).</li><li>7. Responds to problems or emergency situations.</li><li>8. Addresses public requests, questions and concerns.</li><li>9. Assists Education Coordinator in planning and implementation of volunteer and staff training programs.</li></ol> | <ol style="list-style-type: none"><li>10. Compiles statistical records, generates reports and assists in the compilation of the annual report.</li><li>13. Participates in collaborative projects with peer institutions, including schools, museums and other cultural institutions.</li><li>14. Interacts with the public, docents, teachers, program presenters, Commission members, volunteers, coworkers and representatives of collaborating organizations.</li><li>15. Maintains a professionally active role in the field of museum education.</li><li>16. Recruits, supervises and evaluates volunteers, education assistants and interns.</li><li>18. Assists Development/Marketing Manager in writing promotional materials for youth gallery programming.</li><li>20. Participates in strategy and planning related to Phelps Youth Pavilion/Center for the Arts programs and activities.</li><li>21. Participates in Center for the Arts meetings, training and other activities as required by Culture &amp; Arts Director.</li><li>22. Communicates with educators, staff, visitors, patrons and other agency representatives in person, by phone and email.</li><li>23. Compiles data, prepares reports, performs</li></ol> |
|--|---|

data entry and completes forms on personal computer using the applicable software including Microsoft Word, Outlook, Excel and Access.

24. May assist with other Center for the Arts programs and activities as needed.
25. Communicates with and maintains effective working relationships with coworkers, supervisors, Commission members, volunteers and patrons.
26. Works independently and with others with minimum supervision.
27. Works flexible hours including weekends and some evenings.
28. Attends work regularly at the designated place and time.
29. Performs all work duties and activities in accordance with City policies, procedures and City, OSHA and Center for the Arts safety rules and regulations.
30. Performs all other related duties as assigned.

#### **REQUIRED KNOWLEDGE & ABILITIES**

1. Knowledge of standard museum policies and procedures.
2. Knowledge of and proficiency with personal computers, data and image management software and Microsoft Suite.
3. Ability to learn and utilize emerging technologies as they relate to museum education programming.
4. Ability to use independent judgment to formulate ideas.
5. Ability to make oral and written presentations on behalf of the Center for the Arts youth programming.
6. Ability to manage multiple projects and associated timelines concurrently.
7. Ability to present materials and information in

good report form.

8. Ability to supervise and direct volunteers, paid and contractual employees.
9. Ability to work independently or as a member of a team with minimum supervision.
10. Ability to communicate orally and in writing in a clear, concise and easily understandable manner with coworkers, volunteers, arts and educational organization and patrons in the delivery of a variety of arts-based programs and services.
11. Ability to establish and maintain excellent working relationships with other City employees, supervisors, the public, community groups, businesses and organizations.
12. Ability to work with people of varied ages from diverse social, economic, racial, ethnic, cultural and educational backgrounds.

#### **ACCEPTABLE EXPERIENCE & TRAINING**

1. Bachelor's Degree in art or art education or other related discipline with minimum one year experience in museum education, art education or related field (will consider volunteer experience, internship or unpaid experience)

#### **OR**

- Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.
2. Work experience must be verifiable with an educational, cultural or other agency or school system.
  3. Proficiency with personal computer and other office equipment and experience using a variety of data and image management software.
  4. Iowa Driver's License and good driving record based on the City of Waterloo driver performance criteria. A candidate with any of the following will be eliminated from operating a City vehicle: loss of license for

any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or loss of driving privileges with a City vehicle may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation with the previous five years; two or more at-fault accidents within a three-year period while driving on City business; a combination of three or more at-fault or not-at-fault accidents within a three-year period. Applicant's driving record will be reviewed prior to an offer of employment.

#### **ESSENTIAL PHYSICAL ABILITIES**

The following physical abilities are required with or without accommodation.

1. Sufficient mobility to climb and descend ladders and stairs, move physically within the Center for the Arts building and attend meetings or other activities at various City and community facilities and travel within the United States by passenger vehicle, panel truck or plane.
2. Sufficient speech and hearing that permits the employee to respond to questions from Center staff, patrons and Commission members in person or by phone and make oral presentations.

3. Sufficient vision including color vision, depth perception and peripheral vision in order to perform duties related to interpretation of art in a variety of forms.
4. Sufficient manual dexterity that permits the employee to operate a personal computer, handle files, operate a passenger vehicle and perform other administrative and technical duties.
5. Sufficient strength to lift up to fifty (50) pounds with assistance as needed.

#### **MISCELLANEOUS**

1. The City of Waterloo will conduct a background investigation including employment, education and criminal history checks on any applicant being considered for this position.
2. Following a conditional offer of employment, the City of Waterloo reserves the right to require a physical examination, including a drug test, by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position.
3. Required to submit to and successfully pass panel interview.

#### **WORK SCHEDULE**

Generally 8:30 a.m. – 5:30 p.m. Tuesday through Saturday with one hour unpaid lunch. Must be flexible and able to adjust work schedule or work occasional Sundays and evenings as needed. Must also be available for Center for the Arts or other City activities or meetings that require the attendance of the Youth Pavilion Manager.