

City of Roswell, Georgia

JOB DESCRIPTION

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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performance of their duties just as though they were actually written out in this job description.

Creative Arts Supervisor 2

Department: Recreation, Parks, Historic and Cultural Affairs

Pay Grade: 510

FLSA Status: Exempt

Job Code: R819

JOB SUMMARY

The purpose of this classification is to provide direct support to the Creative Arts Coordinator in managing day-to-day operations of the City's programs at Creative Arts facilities in addition to the planning and implementation of city-wide Creative Arts initiatives under the supervision of the Cultural Arts Manager as envisioned in the Cultural Arts Strategic Plan. Responsibilities include maintaining the highest quality facility that meets and exceeds the needs of program participants, artists, and the community; broadly marketing the facility and programs to the public; presenting engaging and high-quality educational programming; providing the leadership and expertise required to operate the facility at its highest capacity; supervising personnel within the department and generally establishing City of Roswell facilities as community and educational hub for creative artists and students.

ESSENTIAL JOB FUNCTIONS

- Develops, plans and coordinate complex programming while identifying community needs and interests, researching trends, forecasting program participation, develops program plans, and facility coordination.

- Analyzes program success and key performance indicators across all programs in order to make strategic decisions regarding program growth and facility needs.
- Supervises activities of assigned employees, volunteers, students, or other workers: supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and selects new workers; conducts or coordinates staff training activities.
- Supervises, counsels, directs the work of subordinate staff and volunteers
- Coordinates daily work activities: organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Ensures compliance with all applicable laws, rules, regulations, standards, policies and procedures: initiates any actions necessary to correct deviations or violations.
- Consults with Coordinator, or other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendation.
- Oversees staff or other personnel in performing all essential role functions, including program development, studio management, educational leadership, customer service and communication, administrative oversight, and marketing and promotions
- Manages relationships with all various stakeholders, including booster clubs, artists, and other community organizations.
- Provides customer service functions to the public: provides information and assistance related to facility services, events, fees, procedures, forms, or other issues; responds to questions/complaints, researches problems, and initiates problem resolution
- Supports in the oversight of facility maintenance and repairs: performs routine inspections to ensure cleanliness and to identify any problems; inspects the facility to ensure compliance with fire code regulations; coordinates maintenance and repair of building, systems and related equipment.
- Supervises, trains, and evaluates part-time staff, volunteers, or other personnel who assist with programs or special events.
- Enforces rules and regulations and responds to emergency situations during events.
- Maintains procedures related to financial operations of the facilities and cultural events: maintains draft annual budget and monitors expenditures to ensure compliance with approved budget; prepares bid documents for capital expenditures; prepares revenue reports reflecting monthly revenue and submits to management; oversees other revenue collection, as needed.
- Supports, creates, and implements marketing plans and long-term strategic plans, working in collaboration with the Coordinator and other City leadership. Prepares annual work plans; assists in evaluating effectiveness of programs, operations, procedures, and resource management; recommends and/or implements improvements in programs and operational procedures as needed.
- Serves as a liaison to community organizations and stakeholders, as needed.
- Performs various administrative tasks: compiles statistical data pertaining to facility operations, analyzes data, and identifies trends; performs fee comparison studies, prepares event newsletters and/or other promotional materials; reviews and approves time sheets or schedules, as needed.
- Prepares or completes various forms, reports, correspondence, performance appraisals, payroll documents, purchase requisitions, invoices, revenue reports, budget documents, graphs, charts, statistical reports, annual work plans, contracts, newspaper articles, press releases, newsletters, or other documents.
- Receives various forms, reports, correspondence, time sheets, attendance records, job applications, budget reports, invoices, checks/payments, calendars, contract documents,

newspaper copy, press releases, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

- Operates a personal computer, general office equipment cleaning equipment/tools, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, desktop publishing, calendar, e-mail, internet, scheduling, facilities management, or other computer programs.
- Monitors inventory of equipment, forms, and supplies: ensures availability of adequate materials and equipment to conduct work activities; initiates orders for new/replacement materials.
- Ability to research and implement processes for submitting, tracking and reporting for grants and other funding opportunities.
- Communicates with supervisor, employees, volunteers, students, other departments, City officials, Board/committee members, patrons, audiences, community organizations, the public, artists, consultants, vendors, service providers, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Attends meetings, serves on committees, and makes presentations as needed.
- Maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends conferences, workshops, and training sessions as appropriate.
- Promotes a collaborative environment which makes a connection with the community.
- Performs general/clerical tasks, which may include answering telephone calls, scheduling meetings, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
- Performs general cleaning/maintenance tasks associated with upkeep of Center facilities.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

- Requires a Bachelor's degree in Fine Arts, Arts Management, or a related field; or equivalent professional experience; supplemented by five (5) years previous experience and/or training that includes arts management, teaching, event marketing/promotion, public relations, facility management, supervision, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- None

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Bachelor's degree in Fine Arts, Arts Management, or a related field; or equivalent professional experience.

- Demonstrated expertise in artistic mediums, including tools, techniques, processes, and equipment.
- Experience operating and maintaining studio equipment.
- Strong organizational, problem-solving, and leadership skills.
- Excellent communication and interpersonal abilities.
- Experience in program development, supervision, and customer service.
- Familiarity with sustainable practices is a plus.
- Availability to work flexible hours, including evenings and weekends.
- Knowledge of the principles, procedures and practices of arts facilities management.
- Knowledge of the operations and maintenance of the facilities and their equipment.
- Knowledge of the local/state creative arts community.
- Knowledge of presenting creative arts programming and exhibits.
- Knowledge of supervision and budgeting principles, procedures and practices.
- Knowledge of fundraising to include grants, corporate sponsorships and donations as well as major capital campaign initiatives.
- Knowledge of major capital improvement projects management.
- Ability to develop and implement multiple programs; and effectively lead, motivate, and evaluate assigned staff.
- Ability to work varying hours, which includes evenings and weekends.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to apply principles of leadership and collaboration in a supervisory capacity and in coordinating activities of a project, program, or designated area of responsibility. Requires the ability to positively interact with the public on a daily basis, local cultural organizations, vendors, city commissions, volunteers, and the creative arts community at large.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL DEMANDS

The work is medium which requires the ability to exert light to medium effort that involves walking or standing most of the time. Work may involve some lifting, carrying, pushing and/or pulling of objects and materials of medium weight, 50 pounds regularly. Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.

