



Assistant Arts and Culture Director

FLSA Status: Exempt

Union Status: Non-Union

Salary Range: 119

Safety Sensitive: No

General Definition of Work

The Assistant Arts and Culture Director performs management-level decision making, recommends policies, develops and recommends strategic/long-range planning, and implements programmatic initiatives related to the Arts and Culture Department. This person is responsible for overseeing arts programs and initiatives for the City of Santa Fe, managing arts and culture assets in the City's portfolio, and working with budgets and funding, including but not limited to writing grants and negotiating contracts. This person works with the art team and establishes relationships within the community as a liaison with the Arts and Culture Department. The Assistant Director promotes public access to arts and culture, stewards the collection, manages projects and initiatives, and oversees day-to-day operations, ensuring quality and consistency of programming and services.

Supervision Received

Work is performed under the general direction of the Department Director.

Supervision Exercised

Continuous supervision is exercised over assigned staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. A position may not include all of the duties listed and the listed examples are not an exhaustive list of the duties that may be found in a position of this class.

Essential Functions

- Develops and recommends strategies, long-range plans and objectives for cultural arts programs and services and Art in Public Places.
- Develops grant and funding sources; seek and obtain sponsorships for cultural arts programs.
- Coordinates budget preparation approves and monitors expenditures and financial reporting; distributes, re-distributes, and expands programs, as needed. Prepares reports, memoranda, and correspondence; and maintains statistical records. Implements and closely monitors budget expenditures; provides executive management with an early warning and practical options for potential cost overruns.
- Directs the allocation of resources to achieve timely outcomes and measurable goals within budget; adjusts plans and programs to meet emerging or new programs, while continuing to address major departmental priorities and community needs as related to Arts and Culture.
- Ensures quality, effectiveness, and efficiency of unit activities and safety measures.
- Evaluates programmatic procedures and identifies and analyzes problems and issues.
- Implements and documents new policies and procedures.

- Negotiates, prepares, administers, and monitors contracts and agreements with artists, performers and others involved in the delivery of cultural arts programs and activities, including working with sponsors. Ensures procurement, contractual, and financial activities are compliant with the City's finance, accounting, and procurement policies and procedures.
- Oversees the Arts and Culture Department programs, operational activities, and projects, and implements special initiatives.
- Coordinates and monitors the work of consultants and contractors working for the Arts and Culture Department: works with other City of Santa Fe managers and staff to evaluate and implement Arts and Culture Department goals, responsibilities, policies, and procedures.
- Performs other duties as assigned.
- Prepares and presents complete reports both orally and in writing, coordinating the research and application of policies, professional practices, and program design.
- Provides information for marketing and promotional activities.
- Responds to citizen complaints and requests for information.
- Serves as a liaison to cultural arts-related Boards, Commissions, support organizations and community groups, including making recommendations and preparing and presenting information.
- Prepares, justifies, and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.
- Develops goals, documents performance, reviews, develops, and/or modifies work plans, methods, and procedures, determines work priorities.
- Provides work instruction, assists employees with difficult and/or unusual assignments, and encourages innovation.
- Resolves problems, mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork.
- Encourages regular communication and informs staff of relevant business issues and their impact on the organization.
- May develop work schedules to provide adequate staff coverage and approve leave and timesheets.
- Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.
- Provides performance feedback and formally evaluates the work of employees.
- Conducts hiring interviews and selects candidate(s) for job opening(s).
- Provides reward and recognition for proper and efficient performance.
- Assists staff to achieve performance standards and identifies opportunities for continual improvement and development of performance standards.
- May document causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.
- Ensures staff attend training, including safety training on a regular basis.

Knowledge, Skills, and Abilities

- Experience with online databases and financial systems, workflow, and collaboration applications.
- Familiarity with planning including budgeting and procurement.
- Knowledge of best practices in the arts culture.
- Knowledge of using social media.
- Knowledge and experience in an arts organization and/or cultural institution, a familiarity with the arts and culture ecosystem in Santa Fe and surrounding Pueblos, and an awareness of national arts and culture context and trends.
- Strong understanding of the nuances of equity and access, and experience applying an equity and access lens to their work.
- Relationships with arts community, including artists, galleries, non-profits, museums, and the community.
- Demonstrated ability to communicate clearly and concisely both orally and in writing and strong analytical and critical thinking skills.
- Ability to research, prepare and make public presentations.
- Experience serving the public, particularly marginalized communities.
- Adaptable and responsive to feedback with a passion for learning and working collaboratively.
- Ability to prioritize.

- Creative skills.
- **Attention to Detail** – Ability to be thorough when performing work and conscientious about attending to detail.
- **Coaching** – Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.
- **Conflict Management** – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.
- **Customer Service** – Ability to interact with customers in a friendly and professional manner, ability to work to resolve issues quickly and effectively, and is knowledgeable about products and services.
- **Deciding and Initiating Action** – Takes responsibility for actions, projects, and people; makes quick, clear decisions which may include tough choices, after considering risks.
- **Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- **Delivering Results** – Ability to set high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.
- **Interpersonal Skills** – Ability to show understanding, respect, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relate well to different people from varied backgrounds and different situations.
- **Learning** – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.
- **Mathematical Reasoning** – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.
- **Planning and Evaluating** – Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.
- **Reading** – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
- **Resilience** – Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Skills in computer software/applications/office technology** – Knowledge of modern office practices, procedures, and the use of standard office equipment and machinery.
- **Teaching Others** – Helps others learn through formal or informal methods; provides resources to help teach others; acts as a mentor.
- **Thinking Strategically** – Thinks strategically and promotes best practices and leading-edge ideas.
- **Writing** – Writes in a clear, concise, and organized manner for the intended audience.
- **Written Communication** – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Education Requirement

Bachelor's degree in Arts Administration, Art History, Fine Art/Visual Art, Gallery Management, Museum Studies, Business Administration, American studies, Planning, Architecture, or related field.

Experience Requirement

Five (5) years of professional experience in an arts organization and/or cultural institution including experience in one of the following project management, budgeting, communications, or cultural studies administration. with a minimum of two (2) years of supervisory experience.

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education. Additional appropriate education may be substituted for the minimum experience requirements.

Licensure and Certifications

Must possess a valid driver's license.

Special Requirements

- Must obtain and maintain a City of Santa Fe driving permit within three (3) months of hire.
- Must be willing to work flexible hours including evenings, holidays, and weekends.

Physical Requirements

- Requires regular lifting: exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force.
- Requires walking/standing for a substantial portion, including climbing ladders and using light construction skills. Position requires sitting thirty (30%) of the time.
- Requires speaking or hearing and using hands to finger, handle or feel, requires sitting, standing, walking, climbing, or balancing, stooping, kneeling, crouching, or crawling, reaching with hands and arms, pushing, or pulling, lifting and repetitive motions.
- Standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data. using of measuring devices, operating motor vehicles, and observing general surroundings and activities.

Working Environment

- Work is performed in a typical office setting with appropriate climate controls.
- Work occasionally requires exposure to environmental conditions.
- Work is generally in a moderately noisy location (e.g., business office, light traffic).
- Requires attendance at evening meetings and special project deadlines outside the normal workweek.
- Some travel to off-site locations is required.

EEO/ADA Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Veterans' Hiring Initiative

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans with an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veterans' Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status for the position in which applying for.

Applications must be submitted online at:

<https://cityofsantafenmemployees.munisselfservice.com/employmentopportunities/default.aspx>

Resumes will not be accepted in lieu of the city application form unless the position status is at-will. When required of the position, high school diploma/GED, college degree(s), certification(s), or license(s) must be attached at the time of submission of the application. Each applicant is considered only for the current vacancy indicated on the application submitted. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. Incomplete applications will not be considered. Applications become public record upon receipt and may be made available for public inspection upon request. Pre-placement physical exams, and drug and alcohol screenings are required for some positions. This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

Acknowledgment

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

I have read and understand the above job description. I verify that I meet the requirements and am able to perform the duties and responsibilities in this job description.

Print Employee Name

Date

Employee Signature