



SAINT PAUL
MINNESOTA

ARTS & CULTURE DIRECTOR

DEFINITION:

The fundamental reason for the position of Arts and Culture Director is to implement the policies, goals, and programs of the St. Paul Office of Arts and Culture. Duties include the administration of public art and technical assistance programs and community service grants; the coordination of all Arts and Culture meetings and committee work; administration of related ordinances; serving as chief arts representative for the City; administration of the Office of Arts and Culture, its staff, programs and arts collection; development of goals and objectives; preparation and administration of budget and fund raising efforts; conducting research and developing a comprehensive Art Plan.

SUPERVISION RECEIVED/GIVEN:

Supervision is received from a Deputy City Manager.

Supervision is exercised over professional, paraprofessional and office staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

- Oversees the development and implementation of a comprehensive Public Art Project Plan.
- Supervises professional and clerical support staff.
- Translates goals, objectives, and policies of the St. Paul Office of Arts and Culture into workable plans, programs, projects, and activities.
- Administers community service grants and cultural facility bond monies to arts and cultural organizations.
- Interprets and drafts City ordinances related to the arts.
- Initiates ideas and recommendations to the Commission for ratification.
- Serves as chief arts and culture advocate for the City of St. Paul
- Prepares and administers operating and capital improvement budgets and fund raising efforts.
- Works with government or private nonprofit boards or commissions in a

leadership or a policy advisory position on arts issues.

- Develops partnerships to implement creative initiatives that focus on sustainable funding for arts and culture programs.
- Develops and implements strategic art and culture plans.
- Conducts seminars, training, and workshops to give technical assistance to local arts agencies.
- Creates an identity for arts and culture and public relations program.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Federal, state, and local laws and ordinances related to the arts
- National and local network of arts agencies, programs, grants, and associations.
- Modern management methods, long-range planning and supervisory techniques.
- Grant writing and grant program administration.
- Interpersonal techniques in dealing with unique groups and unusual circumstances.
- Relationships between public and private organizations dealing with the arts.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Organize and manage an office, budget, and staff.
- Communicate orally with customers, clients, and the public by telephone or in a face-to-face one-to-one or group setting.
- Instruct others in a classroom setting.
- Observe, compare, or monitor data, objects, or people's behavior to determine compliance with prescribed operating or safety standards.
- Comprehend and make inferences from written material.
- Learn job related material primarily through oral instruction and observation. This learning takes place mainly in an on-the-job training setting.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Review or check the work products of others to ensure conformance to standards.

- Work safely without presenting a direct threat to self or others.
- Work cooperatively with other City departments, outside agencies, and the public relative to arts programs and services.
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- This position will require the performance of other marginal functions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of management experience supervising professional level staff at an arts/arts education organization; a local, state or national agency or an arts-related program in an accredited college or university and a master's degree in arts/business administration, education/public administration, non-profit management or arts field (such as music, theater, dance, visual/digital arts).