Cultural Affairs Manager

Thomas Center Building A

Full time
Posted Today
2459

If you are an Internal City Employee, Retiree or Dependent/Survivor of a City Employee please apply internally via Career Icon in your Workday account.

Make a difference in the community you live in! As a Community Builder—an employee with the City of Gainesville—you will have a direct hand in building and improving your community and making a visible impact on the lives of your neighbors. Working for local government is more than a job, it's a chance to contribute to community success and to help enhance the Gainesville way of life.

Department:
GG_Parks, Recreation and Cultural Affairs: Cultural Operations

Salary Range Minimum:
$60,408.16

Salary Range Maximum:
$87,591.84

Closing Date:
Until Filled

Job Details:
The City of Gainesville's Parks, Recreation and Cultural Affairs Department is seeking a strategic and creative individual with excellent management, interpersonal and organizational skills to fill the Cultural Affairs Manager position within the Cultural Affairs Division. This position is responsible for creating and supporting a vision that includes all the facets of the Division including visual arts, performance arts, participatory arts, cultural history, historic sites stewardship, major festivals, cultural facilities, arts education for all ages and grant management. In addition, the Manager supports the Department's Mission and Vision through Division activities. The Manager will lead a dedicated team of professionals to provide exceptional service to our neighbors, adapting and strengthening programming while addressing the changing needs of the community.

The successful candidate will have a proven record in equitable programming, breaking down silos to create cross-divisional/departmental relationships, community engagement, partnerships, program and policy development, oversight of cultural activities and facilities, budget management, and marketing.

Job Description:
SUMMARY
This is managerial and administrative work directing the City's comprehensive Cultural Affairs Division and activities.
The single position allocated to this class reports to a designated supervisor and works under general supervision. Work in this class is distinguished from other classes by its professional nature and managerial responsibility.

EXAMPLES OF WORK**
**This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. Performance of lower level duties may be required.

ESSENTIAL JOB FUNCTIONS
Plans and organizes activities and operations of the Cultural Affairs division.
Directs and supervises staff in administrative, public relations, and informational activities associated with the division's programs.
Assists in formulating department policies and operating functions.
Prepares, submits, and monitors annual division budgets.
Prepares grant applications and pursues grant funding.
Supports active, on-going public relations program to obtain community input and support for divisional programs and services.
Coordinates gathering and analysis of area resource data and develops short- and long-range cultural affairs plans. Investigates and reviews proposals for new activities, services, and facilities. Promotes cultural tourism.
Evaluates new and existing programs and activities based on current or future needs and trends.
Directs facilities usage in accordance with City regulations and community interests. Monitors all division facilities to ensure they meet safety and public access standards.
Supervises facility planning and construction.
Maintains close working relationship with community, state, and federal organizations and other special interest groups.
Performs timely, fair and non-discriminatory evaluation of performance of employees under his/her supervision.
Recommends selection, promotion, discharge, and other appropriate personnel actions.
Serves as staff liaison to designated City and County Advisory Boards and non-profit community support organizations.
Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS
Participates in administering labor agreements.
May act in absence of supervisor.
Responds to emergency calls on nights and weekends.
Attends and participates in meetings held by professional associations and organizations both locally and statewide.
Performs other related duties as assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Below are the required education, experience, knowledge, skills and abilities to perform the essential functions.

EDUCATION AND EXPERIENCE
Bachelor degree from an accredited four-year college or university in fine arts or related field, supplemented by course work in administration or public relations, and four (4) years of experience in public administration or management, including two (2) years of supervisory experience; or an equivalent combination of education, training and experience which provide the required knowledge, skills and abilities.
A Master degree from an accredited four-year college or university in fine arts, supplemented by course work in administration or public relations may substitute for one (1) year of non-supervisory experience in public administration or management.
Experience with agency accreditation, Active Net software program and municipal or governmental (Veterans Affairs - VA; Morale, Welfare and Recreation - MWR; or state) recreation services is preferred.

CERTIFICATIONS OR LICENSES
Licenses
Valid Florida Driver license required upon appointment.

Certifications
American Red Cross certification (or equivalent) in Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid is required upon hire.
National Recreation and Parks Association certification as a Certified Parks and Recreation Professional (CPRP) is required within 12 months of hire date.

KNOWLEDGE, SKILLS AND ABILITIES
Thorough knowledge of principles, practices, methods and theories of cultural affairs operations.
Thorough knowledge of laws, ordinances, regulations and statutes which govern cultural affairs operations functions.
Thorough knowledge of effective promotional, public relations, and fund raising activities.
Thorough knowledge of principles and practices of effective administration and supervision.
Knowledge of grant sources and application procedures.
Knowledge of governmental budget procedures.
Ability to prepare reports.
Ability to plan, assign, delegate and direct work of administrative and supervisory personnel.
Ability to administer and manage a city-wide program of cultural affairs activities.
Ability to develop long-term plans and programs and to evaluate work accomplishments.
Ability to communicate effectively, both orally and in writing.
Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other city employees, and the general public.
Ability to obtain meaningful community input and general support for programs and activities.
Demonstrated knowledge of personal computers and related departmental software.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS
To perform this job successfully, an individual must possess certain physical abilities and be able to withstand work related environmental conditions.

PHYSICAL REQUIREMENTS
While performing the duties of this job, the employee is often required to sit for prolonged periods of time.
WORK ENVIRONMENT
While performing the duties of this job, work may require performance of tasks outdoors under varying climatic conditions.
Required to attend meetings outside regular business hours, including evenings, weekends and holidays.

Note:
May Require Assessment(s).
May fill multiple positions.
May establish an eligibility list.

Come join our team! The City of Gainesville offers a competitive benefits package and opportunities to grow both professionally and personally.

All ‘regular’ employees are eligible for traditional benefits such as health insurance, life insurance, paid leave, 11 paid holidays a year, a pension plan and a deferred compensation plan, but we also offer great things like on-site fitness centers, tuition reimbursement, interest free loans for purchase of fitness equipment, on-site medical staff and a wellness program to keep you healthy and happy. Please note; benefits are not available for temporary employees.

If you are unable to apply online due to a disability, contact recruiting at HR@cityofgainesville.org or by calling 352-334-5077.

About Us

The City of Gainesville employs more than 2,200 individuals, ranging in positions from creatives to critical infrastructure engineers to financial gurus. The city offers many unique career opportunities across its two major employment divisions — General Government and the City of Gainesville's utility service provider, Gainesville Regional Utilities.

Follow Us

© 2022 Workday, Inc. All rights reserved.