



City of Irving Job Description

Executive Director of Arts and Culture

FLSA Status:	EXEMPT	Job Department:	Arts & Culture
Job Code:	03011	Reports To (Job Title):	Arts Board

PURPOSE

To plan, direct, and review the activities and operations of the Irving Arts Board and Center, including overseeing all aspects of operations, maintenance and security of the Arts Center, representing the City to a wide variety of stakeholders, coordinating with other City departments and outside agencies, and providing highly responsible and complex administrative support to the Arts Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Develop, plan, and implement Arts Center and Board policy, which includes identifying issues and concerns, recommending and administering policies and procedures, and reviewing relevant project needs and making recommendations to the Arts Board and/or City Council regarding their fulfillment.
- Coordinate department activities with those of other departments, outside agencies, and organizations, which includes representing Arts Department interests to stakeholders.
- Hire, supervise, monitor, and, when required, terminate all employees working for the Arts Center and Arts Board, ensuring compliance with City of Irving human resources policies.
- Operate fair and thorough processes to award financial grants to Irving Arts groups.
- Encourage a supportive environment for the Arts in Irving by helping community, neighborhood, service, and civic organizations to understand Arts Center and Arts Board activities.
- Provide staff assistance to the Arts Board, which includes preparing and presenting staff reports and other necessary correspondence.
- Direct and oversee the department's work plan and budget, including development, monitoring, administration, and approval, as well as implementation of mid-year adjustments.
- Provide guidance and ideas to create and improve programs to increase opportunities and resources to serve the arts organizations, citizens, and visitors to Irving.
- Review financial records to ensure that all fiscal operations, debt obligation, surplus funds, and financial reports are accurate, which includes submitting data to the Arts Board and Finance Department.
- Ensure department activities are performed within the guidelines of City policies and Art Board directives.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Exercise final staff approval for all programming and operational activities and issues to be presented to the Arts Board
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Participate in a variety of boards, commissions, and professional groups and committees.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 29 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Annual operating budget of 4.5 million dollars annually.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Master's degree from an accredited college or university with major course work in the Arts, Business, Political Science or a closely related field.

EXPERIENCE

- Minimum of fifteen (15) years of increasingly responsible related experience including at least ten (10) years of administrative and management experience within City government.

CERTIFICATES, LICENSES, REGISTRATIONS

- Membership (in good standing) of the American Association of Museums

KNOWLEDGE OF

- Government Policy: Policies, operations, processes, procedures, and limitations at the local, state, and national levels.
- Non-profit Agency Operations: Governance, fiscal, and regulatory procedures and policy.
- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Sales and Marketing: Principles and methods involved in showing, promoting, and selling services and locations. This includes marketing strategies and tactics, sales techniques, and sales control systems.
- Communications and Media: Media production, communication, and dissemination techniques and methods, including alternative ways to inform and entertain via written, oral, and visual media.
- Theater Facilities Management: Personnel, equipment, box office, maintenance, engineering, security, and policies as related to operation of a cultural theater facility.
- Fine Arts: Theory and techniques required to produce, compose, and perform works of music, dance, visual arts, drama, and sculpture.
- English Language: The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Law and Government: Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political processes within a City Manager form of government.
- Economics and Accounting: Economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.
- Personnel and Human Resources (HR): Policies and practices involved in personnel/HR functions, including selection, supervision, training, performance evaluations, and termination.
- State and Federal Arts Funding Opportunities.
- Experience with private fundraising programs including private membership programs, annual support programs and endowment building.
- Best practices and support programs within the museum world including State, National and International resources.

SKILLS AND ABILITIES IN

- Interactive Presentation: Effectively presenting information to groups and responding to questions.
- Speaking: Talking to others to convey information effectively.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Service Orientation: Actively looking for ways to help people, which includes approaching operations with a customer-oriented mindset.
- Coordination: Adjusting actions in relation to the actions of others.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Reading Comprehension: Understanding written sentences and paragraphs in work documents.
- Judgment and Decision Making: Weighing the relative costs / benefits of a potential action.
- Active Learning: Working with new material or information to grasp its implications.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, identifying the best people for the job.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system.
- Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Systems Analysis: Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Negotiation: Bringing others together and trying to reconcile differences.
- Persuasion: Convincing others to approach things differently.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Speech Clarity: Speaking clearly, so that it is understandable to a listener.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand, and as indicated by the needs of the audience.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.

- **Deductive Reasoning:** Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- **Fluency of Ideas:** Developing a number of ideas about a given topic. This concerns the number of ideas produced and not the quality, correctness, or creativity of the ideas.
- **Originality:** Developing unusual or clever ideas about a given topic or situation, or developing creative ways to solve a problem.
- **Composure under Duress:** Remaining composed and making sound decisions during stressful or sensitive circumstances, which includes exercising a high level of patience in extremely frustrating situations.
- **Problem Sensitivity:** Telling when something is wrong or is likely to go wrong.
- **Organizational Awareness:** Maintaining a perspective as to where the Arts fits or doesn't fit in the overall City environment.

GUIDANCE RECEIVED

City Mission and Goals

Makes decisions with guidance provided by City mission, policies and goals. Sets related goals, service objectives and priorities for at least one Department and gains approval.

CONTACTS

The Irving Arts Board of Directors, City Council, City Management, citizens at large, elected officials, media; local and non-local corporations; trade associations; volunteer organizations; sporting events; educational, social and/or political gatherings; cultural institutions; and patrons and volunteers.

EQUIPMENT AND PROPERTY

Computers, PDA, printers, copiers

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to listen, see, sit, stand, and/or talk. Frequently, s/he is required to drive a vehicle and attend Arts Center events. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment usually is moderate, but not always.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.