

ARTS ADMINISTRATORDEFINITION

Under direction, plans, implements, directs and maintains the City's Cultural Arts Programs, and acts as Staff Liaison to the Mayor's Task Force for Arts and Culture.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Develops and administers, in collaboration with local arts businesses and organizations, a variety of city-wide arts programs. Represents the Arts Community and advocates for Neighborhood Arts Programs and Arts for the encouragement of Economic Development. Identifies and seeks local, state, federal and other funding sources for arts activities, assists arts organizations in accessing these funds, and maintains liaison with funding sources on an on-going basis. Develops and administers proposals to secure funding in order to support current and future arts programs and activities. Prepares and administers contracts for services with community arts organizations and artists. Seeks out and reviews arts venues outside of Santa Ana and helps to encourage those organizations to share programs, and/or to relocate to the Santa Ana area. Prepares comprehensive reports and presentations on cultural arts activities for the Mayor's Task Force for Arts and Culture. Makes oral presentations to arts organizations and other public or private organizations. Develops and disseminates informational materials related to arts programming activities. Works with City departments and other public and private organizations in arranging events, displays, and exhibitions. Plans, coordinates and participates in the development of goals and objectives for the City's Cultural Arts Programs. Evaluates proposed programs and ongoing projects for effectiveness and efficiency and recommends changes as appropriate. Supervises, directs and trains employees and volunteers performing tasks in support of the arts programs. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is a single position classification responsible for developing and enhancing the City's Cultural Arts Programs. The work involves extensive coordination with arts organizations, educators, community leaders, City staff, and City officials.

RECOMMENDED MINIMUM QUALIFICATIONS

Four years of progressively responsible experience in the administration of arts or art-related programs, including a minimum of one year of supervisory experience. Graduation from an accredited four-year college or university with a degree in arts administration or a closely related field may be used in combination with experience to provide the following knowledge, skills, and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: principles and practices of arts programming and management; public information principles and techniques; public administration including public policy; local, state and national arts programs, organizations and funding sources; principles and techniques of contract monitoring and evaluation; budget process and controls.

Ability to: develop, implement, administer and evaluate arts programs; keep abreast of current developments in the arts, including arts programs, organizations and funding sources; prepare and secure funding; prepare and present oral and written reports; design and carry out an effective public relations program; supervise, direct and train volunteers and staff; establish and maintain effective working relationships with City officials, artists, art-related organizations and the general public; effectively represent and promote the arts in the City of Santa Ana.

Special Requirements: Must possess and retain a valid California Class C Driver's License as a condition of employment.

Special Working Conditions: Willingness and ability to work irregular hours, including evenings and weekends as needed.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is a well-organized self-starter who enjoys the challenge of planning and implementing citywide arts programs and staying informed on developments in the arts community. This individual is assertive, yet tactful when representing the City's interest and advocating for the development of arts programs and activities. In addition, this individual utilizes excellent communication and interpersonal skills to establish and maintain effective working relationships with arts businesses and organizations, elected officials, other city employees, and the general public.

Class title established per Council Resolution No. 97-028,
effective 7-1-97

Job Specification in progress as of 10/97