**CITY OF SANTA CRUZ**
**ARTS PROGRAMS MANAGER**

**Reports to:** **Director of Economic Development and Redevelopment**
**Supervises:** **May supervise temporary and/or volunteer staff**
**Bargaining Unit:** **Management**

## BASIC FUNCTION

Under direction, manages and administers all City Arts Programs, to include the Public Art Program, Mural Program, Façade Improvement Program and Alley Program; staffs the Arts Commission and Public Art Committee and serves as the City liaison to the community on arts-related issues. Coordinates the Graffiti Abatement Program and other Economic Development and Redevelopment art-related projects and programs as assigned; may supervise temporary and volunteer staff on a project basis.

## TYPICAL DUTIES *(May include, but are not limited to, the following)*

- Consults with departments in determining possible qualifying projects relating to the Public Art Program and assists with the development of proposals.
- Manages artist selection process for the Public Art Program to include writing requests for proposals, setting up the selection and screening process and ensuring a quality result.
- Solicits program applications, reviews eligible applications and selects program participants for the Façade Improvement and Mural Programs.
- Develops contracts with selected artists, ensuring that all city requirements are met.
- Coordinates the work of consultants hired to advise or coordinate public art projects.
- Communicates with artists throughout the construction process and resolves issues or problems.
- Acts as liaison between artist and city departments, construction/project managers, press and the public, city council and committee/commission members.
- Signs off on final city acceptance of work and processes payments.
- Curates and manages all artwork contained in the city public art collection to include proper display, care and conservation. Coordinates new acquisitions including facilitation of the public art gifts process. Accessions all works into the collection and maintains the electronic database.
- Coordinates the creation of materials to facilitate public experience of the public art collection, including the public art website and brochures and acts as liaison to the press.
- Works with subcommittees, chairs and department staff to set commission and committee monthly agendas; prepares agendas, agenda reports, and other packet material.
- Coordinates commission, committee and subcommittee meetings and communications.
- Prepares reports and recommendations to council from the Arts Commission.

- Coordinates commission and committee member recruitment and outreach.
- Provides leadership in working with staff, commissioners, council and the public in conceiving, drafting and implementing annual and long-range plans.
- Coordinates the development, review and approval of policies related to the arts; consults with other City departments on their policies and programs that impact the arts.
- Coordinates the ArtWORKS award program for businesses supporting the arts, and any other programs as adopted by the Arts Commission and/or City Council.
- May hire and supervise temporary staff in the implementation of some art-related programs.
- Participates as City Arts liaison in local arts groups, ad hoc committees and meetings and in regional and national public art discussions and activities.
- Develops and manages the budgets for City Arts Programs.
- Develops a system of evaluation to continue to improve program planning and implementation of City Arts Programs.
- Researches, compiles data and makes recommendations on proposed City Arts Program changes.
- Represents the department at neighborhood and community meetings related to responsibilities.
- Keeps current with regional, national and international trends.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS** *(Knowledge, Skills and Abilities)*

Knowledge of:

- principles and practices of arts program administration;
- familiarity with visual art concepts and practices; and
- contracting procedures; contract development and contract negotiations.

Skills to:

- write effective clear and comprehensive reports;
- use personal computers and associated applications; and
- analyze, interpret and evaluate administrative and/or technical issues.

Ability to:

- communicate effectively, both orally and in writing;
- develop and manage a budget;
- conduct research, prepare data and make sound recommendations;
- successfully coordinate a project team;
- create procedures and policies;
- use initiative and independent judgment within established procedural guidelines;
- supervise and evaluate the work of temporary staff as needed; and
- establish and maintain effective working relationships with City staff, outside committees and the public.

Education and Experience

Any combination of education and experience that provides the skills, knowledge and abilities shown above is qualifying. A typical way to obtain these requirements would be:

- A Bachelor's degree from an accredited college or university with major coursework in Art, Art History, Public Administration, or a related field and,

- Two years of experience administering community arts programs.

Licenses and Certificates

Possession at time of hire and continued maintenance of:

- A valid California Class C driver's license and a safe driving record or the ability to provide alternate transportation which is approved by the appointing authority.

## DESIRABLE QUALIFICATIONS

Familiarity with a Façade Improvement Program and/or Graffiti Abatement Program.

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