

Deputy Cultural Affairs Director

Purpose of the role:

Under general administrative direction from the Cultural Affairs Director, assists in the management and day-to-day operations of the Cultural Affairs Department; participates in managing and directing the services of the Fred Kavli Theatre and the Janet and Ray Scherr Forum Theatre, Arts Services, Senior and Youth Services; coordinates assigned activities with outside agencies; provides highly responsible and complex administrative support to the Cultural Affairs Director; serves as Acting Cultural Affairs Director in the Director's absence; and performs related duties as assigned.

Distinguishing Characteristics:

The Deputy Cultural Affairs Director is an assistant department head with responsibility for policy development, program planning, fiscal management, administration and operational direction of assigned departmental functions or divisions. The incumbent provides highly responsible and complex managerial support to the Cultural Affairs Director in planning, organizing and directing theatre, and cultural arts. The incumbent is accountable for ensuring effective program planning, systems and quality of operations. Assignments are broad in scope and require independent judgment on issues that are complex, interpretive and evaluative in nature.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Plans, organizes, controls, integrates and evaluates the work of the Cultural Affairs Department; develops, implements and monitors long-term plans, goals and objectives focused on achieving the Department's mission and assigned priorities; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual Department goals, objectives and work standards.
- Assists to select, train, motivate and evaluate Cultural Affairs staff; trains motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Plans and evaluates the performance of managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; takes disciplinary action, up to and including termination, in accordance with the City's Memoranda of Understanding.
- Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.

- Participates in the development and monitoring of performance against the annual Department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Provides assistance to professional staff in resolving day-to-day problems and meeting goals and timetables; interprets Cultural Affairs policy to staff and members of the public, exercising independent judgment and initiative.
- Assists the Cultural Affairs Director with departmental issues as related to City Council and City Manager; assembles necessary resources to solve a broad range of programmatic and service delivery problems in the delivery of theatre and arts services; assists in the preparation of new City ordinances and the revision of existing ordinances.
- Coordinates assigned activities with those of other departments and outside agencies and organizations; represents Cultural Affairs' interests at City and community meetings; represents the Cultural Affairs Director at City meetings as assigned including City Council meetings.
- Maintains effective relationships with a variety of community organizations, groups and individuals to promote positive public relations; works with and provides staff support to the Alliance for the Arts in conducting fundraising activities on behalf of the Civic Arts Plaza and its programs; establishes and implements fundraising strategies and activities.
- Maintains current knowledge of new trends and innovations in the field of Cultural Affairs and information technology; attends and participates in professional group meetings; participates in professional development activities; reads publications relevant to area of assignment.
- Explains, justifies, and defends Department programs, policies and activities; negotiates and resolves sensitive and controversial issues; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Plans, organizes and directs the operation of arts services, including the administration of a variety of City-sponsored arts programs in conjunction with the Cultural Affairs Commission.
- Serves as Acting Cultural Affairs Director as assigned.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Concepts and practices of art gallery operations, programs and exhibits.
- Principles and practices of contract management as related to public art galleries.
- Operations, services, and activities of a municipal performing arts program.

- Methods and techniques of special event programming including classical music, jazz, theatre, ballet and popular entertainment.
- Principles and practices of public relations.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of management, supervision, training and performance evaluation.
- Pertinent federal, state and local laws, codes and regulations.

***Desired
Minimum
Qualifications:***

Ability to:

- Manage and direct comprehensive theatres and arts programs.
- Develop and administer departmental goals, objectives, and procedures.
- Exercise sound, expert independent judgment within general policy guidelines.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plan, organize, direct and coordinate the work of lower-level staff.
- Delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Perform difficult and complex analysis and research, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Negotiate and administer various contracts and agreements.
- Present proposals and recommendations clearly and logically in public meetings.
- Prepare and administer large and complex budgets.
- Prepare clear, concise and comprehensive administrative and technical reports.
- Read and interpret complex data, information and documents.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain and apply applicable federal, state and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Establish and maintain effective working relationships with City officials, other governmental jurisdictions, community organizations and groups, employees and the general public.
- Develop and maintain personal contact with agencies and touring management of professional music, dance, theatre, popular entertainment and other attractions in order to present a varied and financially viable programming schedule.
- Plan and direct a variety of programs and entertainment services.
- Advertise, market and publicize municipal performing arts events and programs.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Strategic Thinker
- Problem Solver and Decision Maker
- Planner and Organizer
- Interpersonally Effective
- Skill and Career Development Coach
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, arts management, communications or a related field.

**Education and
Experience
Guidelines:**

Experience:

Eight years of progressively responsible arts management experience including three years of management and administrative responsibility.

Licenses; Certificates; Special Requirements:

A valid class C California driver's license.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Physical and
Environmental
Conditions:**

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: 7/1/10

7/1/10

- **New Classification Title and Department Title (replaced previous title of Community/Cultural Services).**

- **New Commission Title - to be adopted 9/2010 (*replaces titles of Thousand Oaks Arts Commission*)**
- **Removed references from various paragraphs related to: *TOTV, cable television, and cable franchise.***