



CITY OF MARYSVILLE
invites applications for the position of:
Cultural Arts Supervisor

An Equal Opportunity Employer

SALARY: \$6,467.00 - \$8,113.00 Monthly

OPENING DATE: 08/21/19

CLOSING DATE: 09/10/19 05:00 PM

POSITION SUMMARY:

This position supervises personnel and manages programs and special event facilities of the City's Parks, Culture and Recreation Department. Facilities include the Marysville Opera House and various park structures established for performance presentations and special events. Responsibilities include planning, organizing, directing and coordinating a comprehensive program of artistic productions, special event venue services and activities including classes, private rental use of the facility, public and private productions and presentations and annual events to meet the needs of citizens and visitors to the community.

This is a supervisory position whose work performed requires the application of professional knowledge and expertise as well as established guidelines and alternatives to determine facts, analyze problems, and make decisions without immediate review. Incumbents operate independently and select appropriate methods to accomplish project assignments.

EXAMPLES OF JOB DUTIES:

Other duties may be assigned as needed.

1. Develops, implements, coordinates and evaluates cultural arts program offerings for diverse groups.
2. Independently manages opera house operations; coordinates with city maintenance personnel to ensure that the building and equipment meet the needs of the programs and are compliant with all health, fire and other safety requirements; manages public access and use of special event facilities; identifies and addresses safety hazards in a timely manner.
3. Supervises special event staff and volunteers, including assisting in the hiring process, training employees, reviewing employees' work processes and products, counseling employees and, and recommending disciplinary action.
4. Assists in creating work schedules and assigning tasks. Fills in as needed to ensure adequate staffing and to provide relief coverage at events and facilities including responding to customer service inquiries by phone or at a front desk.
5. Oversees and manages the day-to-day budget, accounts payables and receivables for the opera house. Assists in preparing the annual recreation services division budget and monitors program revenues and expenses.
6. Develops and implements a full calendar of various artistic presentations including the summer concert and outdoor movie series and manages the seasonal tour of lights event at Cedarcrest Golf Course.
7. Generates revenue through fundraising, soliciting donations and sponsorships; schedules events up to two years in advance; coordinates rental use of facility and coordinates

- special events. Promotes, advertises and markets community cultural art programs and researches and assists to develop new programs to meet community needs.
8. Promotes and markets Parks, Culture and Recreation department facilities and programs and rental use of facilities, including preparing news releases, public service announcements, social media platforms, program handouts, promotional materials, print ads, etc.
 9. Establishes and maintains relationships and collaborates with community, civic, and user groups, schools, businesses, and the news media in support of programming at the Opera House and its use as a rental facility.
 10. Purchases and maintains program supplies and equipment; monitors and controls expenditures; coordinates capital acquisitions for the building through the Department Director.
 11. Maintains records and prepares a variety of reports on program activities and rental use, including participation, finances, accidents and personnel records.
 12. Oversees service agreements, performer agreements, facility rentals and contracted clients. Ensures that users obtain necessary insurance, licenses, and permits for events. Schedules payment and check requests in a timely manner.
 13. Performs clerical functions related to the management of the opera house including typing, filing, receipting reservation and ticket sales, revenues, point of sale (POS) system and responding to inquiries.
 14. Researches and writes grant applications and monitors subsequent spending of grant funds.

QUALIFICATIONS:

A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.

- Three years of experience planning and implementing a variety of community cultural arts programs.
- Supervisory or lead worker experience preferred.
- Bachelor's degree in recreation, performing arts, public administration, or a related field.
- Knowledge of the principles and practices of public cultural art programs serving the community.
- Knowledge of principles and practices of effective supervision and volunteer management.
- Knowledge of audio and lighting applications and equipment.
- Ability to effectively operate windows based computer, including word processing, spreadsheet, and database software applications and other specialized applications including ActiveNet and point of sales systems.
- Must be bondable.
- Must possess, or have the ability to possess within one month of hire date, a Washington State Driver's License.
- Must possess, or have the ability to possess within six months of hire date, first aid and CPR certifications.

WORK ENVIRONMENT:

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or

hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift up to 10 pounds; and occasionally lift and/or move 10 to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. This position works indoors, and the noise level in the work environment is usually low to moderate.

This position works a regular schedule, however, incumbents will be required to work some evening and weekend hours to support the operations of the facility.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.

The City of Marysville is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard, to race, creed, color, sex, national origin, age, marital status, sexual orientation, or the presence of a non job-related medical condition or disability.

Posted in-house: 8/22/19 - 8/28/19.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://marysvillewa.gov>

Job #00356
CULTURAL ARTS SUPERVISOR
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OUR OFFICE IS LOCATED AT:
1049 State Avenue
Marysville, WA 98270
360.363.8000

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