



# City of Tempe

## ARTS ADMINISTRATOR

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	422	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Services	<i>Salary / Hourly Minimum:</i>	\$63,596
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$85,854
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr Recreation Coordinator+
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i> Professionals

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives direction from the Deputy Community Services Director - Arts and Culture.  
 Exercises direct supervision over professional, paraprofessional and clerical staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	<p><b><u>When assigned to Public Art/Art in Private Development Program:</u></b></p> <p>Three years of increasingly responsible experience in coordination and implementation of public art programs and/or in the organization and management of arts programs in a public setting. Two years of supervisory experience.</p> <p><b><u>When assigned to Arts Engagement Program:</u></b></p> <p>Three years of increasingly responsible experience in administering or managing of arts granting and/or arts educational programs and/or in the organization and management of arts programs in a public setting, including two years of supervisory experience.</p> <p><b><u>When assigned to Institutional Advancement:</u></b></p> <p>Three years of increasingly responsible experience in development and implementation of fundraising and marketing programs, preferably with an arts institution. Two years of supervisory experience.</p>
<i>Education:</i>	<b><u>When assigned to Public Art/Art in Private Development Program:</u></b>

	<p>Bachelor's degree from an accredited college or university with major course work in arts administration, studio arts, construction management, architectural design, urban design or a degree related to the core functions of this position.</p> <p><b><u>When assigned to Arts Engagement Program:</u></b></p> <p>Bachelor's degree from an accredited college or university with major work in arts administration, visual or performing arts, public administration, education or degree related to the core functions of this position.</p> <p><b><u>When assigned to Institutional Advancement:</u></b></p> <p>Bachelor's degree from an accredited college or university with major coursework in marketing, public relations, marketing communication, arts administration, public administration, non-profit administration, or degree related to the core functions of this position. Master's degree preferred.</p>
<b>License / Certification:</b>	None

## ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, organize and manage the operations within a program of the Arts and Culture Division and to supervise the operation of related programs and staff.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Supervise, research and evaluate cultural programs in the area of assignment. Manage the implementation of the goals, objectives, procedures and policies for programs and projects.
- Prepare reports as requested on relevant operations and activities. Present information and recommendations on projects as requested to various committees, the Mayor and/or the City Council, community groups and other organizations or at other public meetings.
- Work closely with management staff to recommend and implement goals and objectives for special programs, projects and systems; Participate in department strategic and financial planning.

- Promote projects and programs; Assist in the preparation of marketing materials, publicity releases, social media, pamphlets, brochures, maps and related materials and in the development and maintenance of content on the city website.
- Serve as arts advocate for the City of Tempe; Represent Arts and Culture Services Division on committees and in working groups with city government, Arts & Culture Commission, outside agencies, nonprofits and local and national arts organizations.
- Demonstrate superior seamless customer service, integrity and commitment to innovation, efficiency and fiscally responsible activity.
- Provide pro-active performance planning utilizing performance management tools.
- Physically present to perform the duties of the position.

**When assigned to Public Art/Art in Private Development:**

- Manage complex and/or politically sensitive public art projects; Provide oversight for controversial and visible projects involving many stakeholders. Work cooperatively with other City departments, outside agencies and the public relative to arts programs and services.
- Prepare and develop project budgets and cost estimates for project recommendations; Develop and implement the public art work plan, policies and procedures involving the design and integration of art into the construction of specific public sites;
- Manage public art projects at every stage of development, including writing and distributing Requests for Proposals and Qualifications; Oversight of the budget allocation, artist selection process; Management of all phases of design, fabrication and installation of the artwork.
- Prepare and negotiate bid specifications and initiate bid process; Administer, revise and monitor all contracts and lease agreements with artists and specialized contractors for new public art, maintenance and conservation of public art owned by the City.
- Monitor, interpret and ensure program compliance with pertinent laws, rules and regulations including the Federal Visual Arts Rights Act of 1990 and City of Tempe zoning, building safety and right of way ordinances.
- Supervise Gallery Coordinator, part-time staff and interns; Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Serve on the Maryanne Corder Neighborhood Grant Program committee. Act as grant applicant technical advisor to Neighborhood Associations and Homeowner Associations throughout the entire grant cycle including the artist selection process; grant submittal, presentation of project to the Tempe Municipal Arts Commission and completion of art project.
- Oversee the City's Art in Private Development program and maintain ongoing communication with property owners to ensure compliance with the City's public art ordinance; Provide technical review and guidance on the Art in Private Development designs, materials and specifications to assist developers and artists in the fabrication and installation of artwork.
- Perform related duties as assigned.

**When assigned to Arts Engagement (Grants/ Educational Partnerships):**

- Develop partnerships with schools, school districts, out-of-school groups, arts organizations, community groups, teaching artists and practicing artists. Develop and implement activities, programs, events and community outreach.
- Research and understand national and local network of arts grants agencies, programs and associations.
- Manage the Arts Grants Program at every stage; Develop guidelines and review criteria; Facilitate panel review procedure and coordinate selection process; Determine funding allocations based on panel review; Prepare information for council approval; Monitor and audit grants.
- Conduct grants training workshops and provide grant application assistance to artists, local arts nonprofits, schools and community groups.
- Design innovative arts programs and implement all aspects of program development including: conducting research, defining strategies and approach, designing budgets, enhancing partnerships, coordinating services.
- Plan, coordinate, support the design and delivery of arts learning projects and programs through collaborations; Plan, conduct and participate in conferences and workshops meant to improve arts programs and management methods within the city and broader field.
- Maintain strong local, regional and national partnerships with Arizona Center for Afterschool Excellence, Arizona Alliance for Arts Education, Arizona Department of Education, Maricopa Partnership on Arts and Culture, Arts Science Education Network, Arizona Arts Education Research Institute, Americans for the Arts and National Assembly of State Arts and Agencies.
- Supervise Arts Coordinator-Education, part-time staff and interns; Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Work closely with Tempe Elementary School District #3 to manage the Studio Artists Program.
- Oversee the Private Art Mural program; Act as an liaison to the business owner, property owner and artist throughout the application and permitting process including the presentation to the Tempe Municipal Arts Commission and completion of mural project.
- Perform related duties as assigned.

**When assigned to Institutional Advancement:**

- Establish annual and long-range strategies to ensure TCA achieves its annual funding goals through the management of all fundraising activities, including individual, corporate, foundation and government giving, capital and planned giving, fundraising events, prospect research and database maintenance.
- Set annual fundraising goals and objectives in partnership with senior management; responsible for monitoring and reporting progress and meeting determined targets.
- Ensure that a fundraising perspective is embedded in all strategic and marketing decisions.
- Act as primary liaison to Friends of Tempe Center for the Arts (FTCA), a non-profit corporation whose activities are dedicated to fund-raising and advocacy for the benefit of TCA.
- Lead strategic vision for TCA by creating and monitoring annual and multi-year marketing plan; oversee master communications plan to ensure coordination among all marketing functions; advance TCA's goals related to ticket sales, audience development and brand positioning; shape public perception of Tempe Center for the Arts.

- Use advanced strategy to plan and direct implementation of an integrated marketing and sales program including advertising media relations, community relations, website, social media, cross promotion, grass roots outreach, collateral material, direct marketing, sponsorship materials, signage, group sales, single ticket sales, season ticket sales, and more.
- Oversee the negotiation of media rates, ad buys, creative media and promotional partnerships; supervise the organization's representative to the media, and direct the coordination of media interest by ensuring regular contact and appropriate response to media requests.
- Participate in the development of packaging and pricing strategies for all seasons, productions, performances and related programs.
- Conduct and analyze market research to establish target audiences and effective ways to engage them; develop strategies to increase tourism-related sales.
- Oversee and ensure the establishment of metrics reporting to verify success of TCA's marketing and sales initiatives; use sales metrics to develop and execute effective and immediate response to sales patterns driven by customer expectations, campaign initiatives and market trends.
- Supervise regular staff, part-time staff and interns; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Establish a clear framework for fundraising and marketing activity so that individual staff and collective workgroup goals can be established, attained and celebrated.
- Recruit, mentor and retain a highly-qualified and motivated staff; delegate specific responsibilities with appropriate authority; establish accountability and clear lines of communication; be an inspiring and supportive team leader; identify and acknowledge quality work; value and celebrate individual and collective success.
- Participate in budget preparation and administration including the preparation of cost estimates for budget recommendations, submitting justification for budget items, and monitoring and controlling expenditures.
- Exhibit interest in the community at large and within the arts community; seek out opportunities to become involved, foster relationships and create partnership opportunities when appropriate.
- Perform related duties as assigned.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles to and from locations throughout the Phoenix Metropolitan area.
- Operate computers in performing job duties, calculators, and other office machines.

#### COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others

Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

<b>JOB DESCRIPTION HISTORY</b>
<p><i>Effective May 2006</i>  <i>Revised November 2010 (Removed optional driver's license statement)</i>  <i>Reactivate September 2016</i>  <i>Revised November 2017 (Added area of assignment: Institutional Advancement)</i></p>