DEPUTY COMMISSIONER, CULTURE & HISTORY

Nature of Work
Under administrative direction, assists in overseeing the administration of the Division of Culture & History. Assists in managing the agency’s operations and developing and implementing policies. Performs related work as required.

Examples of Work
Assists in planning for programmed activities undertaken by the division.
Assists in monitoring budgets and planning for the programmed activities such as exhibits, events and festivals.
Enforces established policies in programming; assists in establishing new policies and interpreting them for the staff and public.
Assists in coordinating events and exhibits; monitors the technical assistance program for events and programs; assists in administering events, exhibits, shares administration of information services, technical services and photographic services; serves as liaison for cultural arts and art groups.
Supervises both professional and support staff.
Assists in preparing the operating budget and related fiscal documents.
Plans programs for the unit.

Knowledge, Skills, and Abilities
Knowledge of programs and trends for the performing and visual arts.
Knowledge of supervisory and administrative principles, procedures and techniques.
Knowledge of state and federal budgetary requirements and practices.
Ability to plan the exhibition of performing and visual art shows and events and other cultural and historical programs.
Ability to apply technical knowledge of the performing arts to provide assistance to artists and to prepare and plan performances.
Ability to prepare and present written and oral reports and presentations.
Ability to interact with other employees, artists and the general public in order to establish and maintain effective working relationships.
Ability to evaluate existing programs and make recommendations to implement, improve and revise programs as needed.
Minimum Qualifications

Training: Graduation from an accredited four-year college or university.
Experience: Four years of full-time or equivalent part-time paid experience working in the Department of Culture and History on a professional level or performing administrative or programming duties relating to historical or culture programs.

Established: 5/15/97
Effective: 5/01/97