

CULTURAL FACILITY MANAGER**Nature of Work**

Under administrative direction, oversees and directs the operations, maintenance and cultural programs of non-central facility of the Division of Culture and History. Monitors the structural condition of the facility and with the approval of the Culture and History Commission, arranges for needed repair and renovation. Originates plans for the culture facility that are of historical interest or significance regionally. Performs related work as required.

Examples of Work

Inspects the condition of the facility; arranges for repairs or modifications as necessary.
 Oversees all events and programming at the facility.
 Recruits, trains, and supervises volunteers and full-time or seasonal staff.
 Reports to Culture and History Commission to obtain approval for projects and to present to Commission ideas and plans for new projects and programs.
 Solicits bids for purchasing supplies and approves contracts for any special rentals, service work, or renovations.
 Represents the facility at meetings, before civic groups and in media reports to publicize events and obtain community support. Develops promotional materials for events at the facility.
 Prepares and writes justification for facility budget.
 Implements all policy and procedures as required.
 May conduct tours of the facility.

Knowledge, Skills and Abilities

Knowledge of the Division of Culture and History policies and procedures.
 Knowledge of modern office procedures, practices and equipment.
 Knowledge of public and business administration.
 Ability to manage the operation of a state Culture and History facility.
 Ability to develop and maintain good working relationships with a wide variety of organizations, agencies and individuals.

Minimum Qualifications

TRAINING: Graduation from an accredited four-year college or university.

SUBSTITUTION: Full-time or part-time paid experience as described below may substitute for the required training on a year-for-year basis.

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CULTURAL FACILITY MANAGER (CONT'D)

Minimum Qualifications (cont'd)

EXPERIENCE: Two years of full-time or equivalent part-time paid experience in office management, public administration or budget/fiscal administration.

Established: 7/16/92
Effective: 9/1/92