

CULTURAL PROGRAM MANAGER

Nature of Work: Under administrative direction, performs advanced level work overseeing the department needs in either the programming or administrative unit. Performs other related duties.

Examples of Work

Establishes planning for programmed activities undertaken by the department.

Establishes monitoring systems for 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.

Approves leave and overtime accrued by staff.

Coordinates events and exhibits; monitors the technical assistance program for events and programs; administers events, exhibits, shares administration of information services, technical services and photographic services; serves as liaison for Mountain Arts. Administrative Unit.

Supervises both professional and support staff.

Oversees the security of the Cultural Center and other properties of the agency.

Prepares the operating budget and related fiscal documents.

Plans programs for the unit.

Knowledge, Skills, and Abilities

Knowledge of staging and display techniques 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 in the area of assignment.

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Areas of Assignment

Archives

Art

Art History

Communications

Cultural/Events/Exhibits Management

Education

Folk Arts

Historic Preservation

History

Literary Arts

Museum Operations

Performing Arts

Printing

Theater

Visual Arts

Established: 7/16/92
Revised: 6/1/93, 2/20/04
Effective: 2/20/04