

ORGANIZATION:	City of Sherwood	DATE: 2014
LOCATION:	Sherwood, Oregon	
DEPARTMENT:	Community Services	
FLSA STATUS:	Exempt	
JOB TITLE:	Cultural Arts Center Manager – Pay Group D	

**PURPOSE OF POSITION:**

Under general direction of the Community Services Director, the Cultural Arts Community Center Manager directs, manages, supervises, and coordinates the activities and operations of the Cultural Arts Community Center within the Community Services Department. Provides leadership and administrative oversight for a theater and multi-purpose room, as well as classrooms. Manage the daily operations of the Center and its employees.

**ESSENTIAL JOB FUNCTIONS:**

Develop, produce, schedule, and oversee all Cultural Arts Community Center programming. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.

Manage all financial affairs and revenue development for the Cultural Arts Center including overseeing cash flow, revenues, expenditures, and evaluating quarterly financial reviews; monitor monthly tracking of revenues, expenditures, and quarterly financial reviews. Administer and ensure proper management of grant applications, implementation and close out; develop and secure funding through grants, co-sponsorship, and individual donations.

Represent the Cultural Arts Community Center to councils, commissions, the community, service groups, and a variety of outside organizations and agencies; coordinate assigned activities with outside agencies and organizations.

Plan, establish, direct, and maintain Cultural Arts Community Center and community cultural development including consulting, coordinating, and monitoring producers and providers; provide organizational, technical, and artistic assistance as needed.

Oversee, promote, and coordinate specific activities within the Cultural Arts Community Center program; prepare program event and facility marketing materials including news releases, flyers, schedules of events, pamphlets, and brochures.

Assign, supervise and evaluate work of subordinates, including supervisory personnel. Hear grievances and administer disciplinary action. Interview and effectively recommend hiring and termination actions. Ensure provision of adequate training within department.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

**AUXILIARY JOB FUNCTIONS:**

Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**MANDATORY REQUIREMENTS:** Broad knowledge of the principles, practices, and philosophy of Community Services Management's current methods and principles. Advanced knowledge of business administration, volunteer and community involvement programs. Equivalent to a four-year university education in business management, or closely related field and over seven years related experience, or satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the duties. General knowledge of municipal government operations and public relations principles. Knowledge of word processing and spreadsheet software. Must have the ability to communicate effectively, both orally and in writing.

**SPECIAL REQUIREMENTS/LICENSES:** None.

**DESIRABLE REQUIREMENTS:** Previous experience in development of Community Events and Recreation Programs.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

**WORKING CONDITIONS:** Typical office working conditions. The noise level in the work area is typical of most public environments with telephones, personal interruptions, and background noises.

**SUPERVISORY RESPONSIBILITIES:** Responsible for over two and seldom over five FTE, including subordinate supervisory personnel.

**SUPERVISION RECEIVED:** Works under the general direction of the Community Services Director.