

CITY OF BURIEN, WASHINGTON

JOB DESCRIPTION

Title: Recreation Supervisor - Cultural Arts
FLSA Status: Non-Exempt, Part-time (30 hrs/wk)

Dept.: Parks, Recreation, and Cultural Services
Reports to: Recreation Manager

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

Under the direction of the Recreation Manager, the Cultural Arts Supervisor will administer the City's arts programs and facilities. This position will also serve as the primary liaison to City's non-profit arts organizations and assigned committees.

Essential Functions

- Develops and makes recommendations for both short and long range cultural program and facility planning.
- Develops, coordinates, and implements high-quality, diversified arts programs and services.
- Provides guidance and assistance to arts organizations in the procurement of grants and other financial supports for cultural programs, including but not limited to the visual and performing arts, arts education programs, public art, and arts events.
- Designs and maintains revenue-supported programs and special events.
- Plans and implements coordinated marketing and promotional plans for the assigned areas.
- Identifies, actively seeks, and administers partnership opportunities with the Highline School District and other community affiliate organizations.
- Regularly assesses community arts interests to add, modify, or delete program offerings.
- Evaluates seasonal programs and ensures related customer quality assurance measurements.
- Negotiates, prepares and monitors arts services contractual agreements.
- Reviews specifications and contacts vendors to obtain quotes.
- Makes recommendations for annual budget in assigned area.
- Ensures that programs are performed effectively and efficiently within allocated budget funds.
- Analyzes and reviews budgetary and financial data.
- Identifies and maximizes arts program revenue opportunities.
- Seeks opportunities to initiate self-sustaining arts programs.
- Assists with pursuing additional resources for programs through grant applications, solicitation of donations, and other fundraising processes.
- Prepares and maintains a variety of reports, records, contracts, and files for assigned program areas.
- Inspects facilities to assure safe and proper working condition; observes necessary precautions to assure general public safety.
- Sets up and takes down facility and equipment as needed.
- Communicates effectively and maintains positive relationships with City employees, community organizations, and the general public.
- Supervises and evaluates performance of assigned personnel, assists in the selection of new employees, evaluates and disciplines employees according to city policies and procedures.
- Perform related duties as assigned.

Secondary Functions

- Operates CLASS facility software system when necessary.
- Assists customers with facility reservation requests as needed.
- Responds to questions and resolves complaints as authorized.
- Render routine first aid in case of minor injury and administer CPR as needed.
- Attends conferences, workshops and training as required.

Job Scope

The incumbent is responsible for wide diversity of work situations involving a high degree of complexity. The incumbent determines his own practices and procedures and contributes to the development of new concepts. Incumbent operates independently with minimal supervision.

Supervisory Responsibility

The position plans, schedules and directs the work performance of assigned Recreation Specialist(s) and assigned volunteers.

Interpersonal Contacts

Works with Department team members, program participants, affiliate community agencies, contractors, volunteers, citizens and elected officials.

Specific Job Skills

Knowledge of

- Arts administration philosophy, principles, practices, and techniques.
- Innovative arts programs and events.
- Arts facility planning and development.
- Program/event components that will celebrate the City's culturally-diverse populations.
- Regional arts and event planning resources and funding organizations.
- Successful partnership development with community, arts, and business groups.
- Funding sources, grant applications, and related administration.
- Facilitating public involvement processes and conducting community research.
- Principles and practices of effective leadership and supervision.
- Principles and practices to successfully train, direct, motivate, and support staff and volunteers.
- Innovative problem-solving strategies and techniques.
- Cost analysis and budgeting principles.
- Word, Excel, Access, Outlook and other related software programs.

Ability to:

- Manage multiple tasks, with attention to detail and with limited supervision.
- Work effectively under pressure, with continual interruptions.
- Establish and maintain cooperative working relationships in a team environment with participants, citizens, affiliate community agencies, business groups, diverse ethnic individuals/groups, staff, and volunteers.
- Develop and build positive City and Department image within, and rapport with, the community.
- Evaluate effectiveness of arts programs and services and modify as needed.
- Solicit community participation in arts program development.
- Show initiative in performing job functions.
- Resolve interpersonal conflicts.
- Work within an assigned budget area.
- Communicate effectively, both orally and in writing.
- Interpret and apply rules, regulations, policies, and procedures
- Effectively respond to emergency situations and apply First Aid and CPR when necessary

- Exercise discretion in confidential matters.
- Analyze situations effectively and adopt an accurate course of action.
- Work irregular hours, including some evenings and weekends.

Mental Abilities

Position requires continuous interpersonal skills, teamwork, creativity, use of discretion, independent judgment and/or action, and the ability to read, speak, write, and understand English; frequent decision making, customer service, problem analysis, negotiation, and training/supervision; occasional presentations/teaching, mentoring, and performance of basic math; and rare performance of advanced math.

Physical Abilities

Position requires continuous talking and hearing; frequent sitting, fingering, feeling, handling, and repetitive motions of hands and wrists; occasional standing, walking, reaching, bending, and repetitive motions of feet; and rare stooping, crawling, kneeling, and climbing. Incumbent must be able to push, pull, lift, and carry fifty pounds.

Education and/or Experience

Bachelor's degree in Arts Management, Theater, Marketing, Business or related field and four years of progressively-responsible related experience in the field, with a minimum of two years coordinating arts programs, facilities, or special events preferred or any equivalent combination of education, training, experience, knowledge, skills, and/or abilities which would allow an individual to perform the duties of the position. Experience with CLASS system registration and facility scheduling system preferred.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington State Driver's license with satisfactory driving record.
- Current CPR and First Aid certification.

Working Conditions

Work is performed primarily in an office setting, subject to occasional interruptions with a moderate noise level. A high degree of physical mobility is required to provide supervision of events at various locations, including outdoor environment under varying weather conditions. Work may be on-site during special events and activities. Incumbent must be able to work a flexible schedule including some evenings and weekends.

Adopted: 12/7/07
Revised 2010; 2012