

# City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave  
(505) 955-6597 Fax (505) 955-6810

[www.santafenm.gov](http://www.santafenm.gov)



<b>POSITION TITLE</b>	<b>Arts Commission Director (881S)</b>	<b>SALARY RANGE:</b>	<b>\$25.937 - \$ 46.231 (N)</b>
<b>DEPARTMENT</b>	<b>Convention and Visitor's Bureau</b>	<b>FLSA/UNION STATUS:</b>	<b>Exempt /Nonunion</b>
<b>PERIOD TO APPLY:</b>	<b>03/15/2018 – 04/16/2018</b>	<b>POSITION STATUS:</b>	<b>Exempt Full Time</b>
<b>SUPERVISOR:</b>	<b>Department Director Tourism Santa Fe</b>	<b>LOCATION:</b>	<b>Convention Center- Tourism</b>

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## GENERAL DESCRIPTION

The Arts Commission Director performs a variety of managerial, administrative and supervisory duties related to planning, organizing and coordinating arts and cultural programs and services and represents the City in the arts and cultural arena.

## SUPERVISION RECEIVED

Works under the general guidance and direction of the Convention & Visitor's Bureau Director.

## SUPERVISION EXERCISED

Provides close to general supervision to assigned staff.

## NATURE OF WORK

**ESSENTIAL FUNCTIONS:** The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Provides project oversight and supervision to division staff; manages and monitors projects in progress to assure adherence to schedules, timelines and objectives; evaluates employee performance and makes recommendations affecting employee retention, advancement, discipline and termination.

Oversees grant program guidelines and staff implementation of application process and contract administration

Directs implementation of the City's percent for public art program including adherence to policies and procedures, the 7 member art in public places committee and the art on loan program.

Supervises the writing of grants to governmental and nongovernmental organizations as well as the solicitation of private and foundation support for various programs and initiatives.

Works with arts organizations and other community members as well as consultants to study and address art issues.

Develops and manages annual budget; monitors budgetary compliance with established fiscal constraints and objectives; oversees accounting activities; requests and reviews reports and accounts for department cash flow.

Acts as liaison to 9-member Arts Commission; coordinates and attends monthly commission meetings; monitors preparation of meeting agenda, advertises meeting schedule.

Oversees gallery program and staff implementation of programs and exhibits.

Manages City's involvement in international arts and cultural organizations including coordinating visits from foreign dignitaries, participation in international exchanges of art and artists, representing the City at related meetings.

Prepares RFP's directed at specific programs and projects; reviews applications and hires contractors with expertise in areas such as economics, strategic planning, audience development, Creative Tourism.

Oversees annual programs, such as Art Prize and Competition, Mayor's Recognition Awards and At the Artists Table

Serves on various boards, committees and task forces charged with development and promotion of arts programs and culture.

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## **MINIMUM QUALIFICATIONS**

## **EDUCATION AND EXPERIENCE**

Master's Degree in Arts Administration, Art History, Public Administration or other related field; and six (6) years progressively responsible experience in a combination of arts administration and business processes; or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

Must possess a valid New Mexico driver's license and obtain a City of Santa Fe driving permit within three (3) months of hire.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge** of grants and special funding environment available to the city; various federal programs receiving short or long term financial assistance; grantsmanship and related funding information network; Santa Fe arts community; nonprofit arts and cultural organizations and best practices; general office maintenance and practices; computer accounting applications and various software financial programs (MS Word, Excel, Power Point); operation of standard office equipment; basic mathematics; interpersonal communication skills and telephone etiquette; basic public relations; modern office practices and procedures; modern filing systems related to alphabetical and numeric files; administrative procedures; basic accounting and bookkeeping; basic principles of supervision. Knowledge of local arts agency functions, artistic media and processes, nonprofit management and finances, public art project management, community visual arts spaces, and national trends in grant making for the arts.

**Skill** in the operation of a personal computer with work processing software; in effective communication, both verbally and in writing; and developing and maintaining effective interpersonal relations.

**Ability** to act in a conscientious manner; use good judgment; analyze and interpret various records and reports; exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative information; operate personal computer (windows) utilizing various programs to produce or compose formal documents, reports and records; establish and maintain comprehensive records and files; work with the public and develop effective working interpersonal relationships; communicate effectively, both verbally and in writing; operate a calculator, copy machine, computer, and other types of standard office equipment; represent the City of Santa Fe as its public face and advisor on arts and culture; and, fundraise to support programs of the Commission.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

Work is performed in a typical office with appropriate climate controls. Tasks require a variety of physical activities such as walking, bending, standing, stooping, sitting and reaching. Duties performed require good hearing and visual acuity. Common eye, hand, finger dexterity are also required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Attendance at evening meetings and overtime work are required. Requires exposure to VDT's CRT's or UV rays. Occasional travel required in the normal course of job performance.

## **ADA/EEO Compliance**

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

## **VETERAN'S HIRING INITIATIVE**

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

**Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.**