

DIRECTOR, ART PROGRAM

General Statement of Duties and Responsibilities

This is a managerial position responsible for providing leadership, strategic direction, and oversight for a major arts program or portfolio within the Department of Cultural Affairs. Under the general direction of the Assistant Commissioner, or other senior executive, the Director exercises wide latitude for independent judgment and decision-making.

The Director serves as a key advisor on trends, issues, and opportunities affecting arts and cultural organizations; oversees the development and implementation of programs and initiatives; and represents the agency in high-level collaborations with elected officials, community stakeholders, and public and private partners.

Examples of Typical Tasks

Provides strategic leadership for an assigned arts program or portfolio, ensuring alignment with agency priorities and the City's cultural mission.

Directs the planning, development, implementation, and evaluation of arts programs, initiatives, and or grant processes and strategies.

Monitors trends, challenges, and emerging issues across the nonprofit arts and cultural sector and advises senior leadership on policy, funding, and programmatic implications.

Oversees program operations, including budget development, contract management, reporting, and compliance with City requirements.

Leads and supervises professional staff, establishing grant and workflow guidelines, and fostering a collaborative, equitable, and accountable work environment.

Represents the agency in meetings with elected officials, community organizations, cultural institutions, philanthropic partners, and other government agencies.

Managing partnerships with major cultural institutions and philanthropic organizations, artists, community groups, and public and private stakeholders to strengthen the cultural ecosystem.

Prepares reports, policy recommendations, briefing materials, and presentations for senior leadership and external stakeholders.

Participates in agency-wide strategic planning, cross-program coordination, and special initiatives.

Helps manage design, construction, renovation, and equipment projects at cultural facilities across the City.

Performs related work as required.

Qualification Requirements

1. A master's degree from an accredited college in arts administration, public administration, nonprofit management, cultural policy, or a related field, and three years of full-time professional experience in arts administration, cultural program management, nonprofit leadership, or a closely related field, at least 18 months of which must have been in an administrative, managerial, executive, or supervisory capacity; or
2. A baccalaureate degree from an accredited college or university and five (5) years of satisfactory, full-time experience as described in "1" above, at least eighteen (18) months of which must have been in an administrative, managerial, executive, or supervisory capacity; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have at least eighteen (18) months of experience in an administrative, managerial, executive, or supervisory capacity as described in "1" above.

Lines of Promotion

None This class of positions is classified in the Non-Competitive Class.