

# **CULTURAL ARTS SUPERVISOR 1**

## **POSITION SUMMARY**

The Cultural Arts Supervisor reports directly to the Cultural Arts Coordinator and serves as the public face of the Roswell Cultural Arts Center (CAC) and other performance venues, and, by extension, the City of Roswell. To this end, the Cultural Arts Supervisor 1 should maintain a professional and courteous attitude when interacting with patrons, clients, and artists. This position co-produces a season of live performance events for the Cultural Arts Division. They develop strategies for presenting a diverse series of programs and act as liaison between the Cultural Arts Division and booking agents, arts organizations, and local talent. The Cultural Arts Supervisor 1 is familiar with box office duties, including ticketing and all aspects of sales, marketing, and customer service. This position will work with the Cultural Arts Coordinator to market all events and formulate outreach efforts into the community. Additionally, will perform general office duties with a variety of clerical activities and related tasks. The position is a full-time position with some evening and weekend hours required.

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## **DUTIES & RESPONSIBILITIES**

The Cultural Arts Supervisor's daily duties include the following:

### **Season Planning and Presentation**

- Work with Cultural Arts staff to program and execute events, large and small-scale, at multiple venues across the City. Programs include but are not limited to Center Stage, Family Series, Puppet Series, Roswell Roots, National Arts and Humanities Celebration, and other site-specific live events.
- Cultivate relationships between local artists and organizations in order to identify talented, local performers.
- Assist in booking talent by managing contracts, requesting purchase orders, and submitting invoices on time to ensure payment.
- Work with the City's production partners in order to provide excellent technical support to all productions.
- Work with rental clients and support staff to ensure a safe, efficient, and professional experience at Roswell Cultural Arts Center.

### **Marketing & Outreach**

- Work with Community Relations/Marketing to develop and create dynamic marketing strategies and materials for Cultural Arts events and programs.
- Assist in obtaining sponsorships and grants for various projects.
- Update the CAC calendar on [www.roswellgov.com](http://www.roswellgov.com) with public events including requesting digital art from renters.
- Schedule Event Specialists and communicate details of scheduled events to the staff.

### **Box Office & Sales**

- Sell Tickets and manage sales and ticketing platform/software.

- Respond to inquiries from the community as it relates to productions and presenting series and shows (for Center Stage, Puppet Series, Offsite Events, Rental shows).
- Run ticketing reports and implement secure financial tracking systems.

### **Performance Support**

- Assist with various aspects of the shows as needed – hospitality, house management, etc.
- Participate in all large-scale performance events such as Art Block Festival and Center Stage Shows and share weekend duties with Cultural Arts staff for smaller events such as Summer Puppet Festival and Family Series.

### **Administrative**

- Manage multiple budgets throughout the year.
- Assist in upkeep of Master Calendar and City Calendar.
- Provide support for staff in basic daily duties, which may include scheduling part-time employees, preparing payroll, customer service, etc.

### **Additional Responsibilities**

- Learn City of Roswell administrative procedures and engage with multiple Departments in order to meet deadlines, innovate when possible, delegate duties if necessary, and apprise staff and Coordinator of current status of ongoing projects.
- Provide support and input to Cultural Arts staff in planning and execution of events throughout the year.
- Become acquainted with local art leaders and talent in order to represent and expand the Cultural Arts Division in Roswell.
- Work closely with the Cultural Arts Coordinator and Manager to develop and present quality content that reflects the talent and diversity in the community.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree required in a relatable field or three years of experience in the performance, event planning, or production industries
- Knowledge of administrative and clerical procedures
- Knowledge of computers and relevant software, including all Microsoft Office applications and Google suite of programs
- Knowledge of customer service principles and practices

## **KEY COMPETENCIES**

- Verbal and Written Communication Skills (In English language; Spanish language is a plus), Professional Personal Presentation,
- Customer Service Orientation, Information Management, Computer Skills, Organizational Skills, Attention to Detail, Initiative,

- Reliability, Stress Tolerance, Energy, Friendliness

## PERFORMANCE APTITUDES

- **Specific Knowledge, Skills, or Abilities:** Must be able to accurately type 35 words per minute. Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- **Data Utilization:** Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.
- **Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.
- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- **Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness, and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **Supplementary Questions**

**Please include answers to the below questions as part of your application packet for Supervisor 1 Cultural Arts**

1. Describe how you have achieved your marketing skills, including the software you are knowledgeable in – as well as when and where you gained marketing experience. Include any approach you have implemented in targeting specific audiences or to broaden and diversify audience outreach.
2. Describe the type of work environment you excel within, include the type of teamwork, communication and leadership style you work well with.
3. Describe how you track and manage ever-changing priorities and tools you use to remain flexible and focused in a busy environment that requires both day-of and long-term planning.