

Summary of Duties : Plans, organizes and directs the work of employees engaged in the promotion of public interest in music, dance, and theatre through the establishment of City-wide programs of citizen's participation and special events; advises on public policy issues related to the performing arts; supervises the Department's Traditional and Folk Arts Program; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features : A Performing Arts Director is responsible for supervising through subordinate supervisors a staff of full-time and part-time employees engaged in developing and implementing various activities and programs of the Performing Arts Division of the Department of Cultural Affairs. An employee of this class has considerable latitude of action in developing and administering the programs of the Division, and must exercise considerable judgment in the selection of program themes and artists to produce appropriate and tasteful performing arts programs. A Performing Arts Director will make regular contacts with performing artists, performing arts organizations and appropriate service organizations, officials and civic leaders, and will travel throughout the City and often work irregular hours. Incumbents in the class of Performing Arts Director, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests.

Examples of Duties : Plans, organizes, coordinates and directs, through subordinate supervisors, the performing arts programs for the City of Los Angeles; determines the availability of and develops programming resources necessary to meet community and cultural needs; secures the support of prominent individuals and groups in order to develop and promote the Department's programs; develops and maintains a close working relationship with local professional artists, performing arts organizations, local businesses, and the American Federation of Musicians and other performing arts union locals.

Assists the General Manager Cultural Affairs in setting policy for the Performing Arts Division; reviews and approves requests received from various City agencies and outside groups and organizations for performing arts services after determining feasibility and cost factors involved in providing such services;

evaluates performances to determine if programs meet established criteria and initiates changes as necessary; represents the Department before various civic groups, service clubs, fraternal organizations, and arts and church groups to explain the City's participation in the performing arts.

Confers with subordinate supervisors and staff members to clarify plans and policies, and to provide both technical and administrative direction; directs the preparation of the Division's annual budget request; communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program.

Qualifications :

A Good Knowledge of :

- o Methods of planning and staging indoor and outdoor festivals, performance and other performing arts events.
- o Promotional, administrative and technical aspects of operating a diversified performing arts program.
- o resources available within the performing arts community of the City of Los Angeles.
- o Sound and lighting equipment.
- o Supervisory principles and practices including: planning, delegating and controlling the work of subordinates.
- o Techniques of training, instructing and evaluation of subordinate work performance.
- o a good knowledge of techniques for counseling, disciplining, and motivating subordinate personnel.
- o Procedures for grievance handling.
- o Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program.
- o Effective safety principles and practices.

A Working Knowledge of :

- o Memoranda of understanding as they apply to subordinate personnel.

A General Knowledge of :

- o City personnel rules, policies and procedures.

The Ability to:

- o Establish and maintain a work environment to enhance both employee morale and productivity.
- o Apply sound supervisory principles and techniques.
- o Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.
- o Plan, organize, direct and coordinate a comprehensive and effective performing arts program.
- o Promote and evaluate performing arts programs.
- o Deal tactfully and effectively with employees and the public.
- o Maintain operating records and to prepare reports and recommendations.

Minimum Requirements: Graduation from a recognized conservatory, four-year college or university with a degree in a performing arts discipline such as music, dance or drama; and three years of full-time paid experience supervising personnel engaged in performing arts activities in a class at least at the level of Performing Arts Program Coordinator, or three years of full-time paid experience supervising personnel engaged in planning, staging or producing professional performing arts productions.

Professional performing arts experience, including behind-the-scenes coordinators, may be substituted on a year for year basis for each year of education lacking.

Appointment to a position in this class is subject to a one-year probationary period as provided by Section 109 of the City Charter.

License: A valid California driver's license may be required.

Physical Requirements: Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.