

Summary of Duties: Assigns, reviews and evaluates the work of a staff engaged in the administration of diverse art activities and programs including community and public arts, architectural design and review, cultural grant programs, and historic preservation or performs professional staff work in the above programs; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: As an entering journey-level professional staff member, an Arts Manager exercises independent judgment in handling details and specific assignments within standards and policies defined by the department and prepares comprehensive reports to management on assigned tasks. May assume supervisory responsibility for the work of Arts Associates and clerical staff members within a division and oversee a small section of a division. Supervision received consists primarily of a review of the results of an employee's work, rather than a detailed check of work in progress.

As an experienced Arts Manager, personally performs the more difficult assignments and/or directs the activities of a division of the department and will supervise professional and nonprofessional staff in accomplishing divisional goals that have department and city-wide applications. Assignments are normally given verbally or in writing in terms of broad objectives or complex problems. Incumbents receive minimal direct supervision and results are evaluated by the level of community awareness, success, and acceptance of the various arts programs.

An Arts Manager may act as an advisor to the General Manager on implementation of the Cultural Masterplan to promote arts and culture in the City of Los Angeles. An Arts Manager may serve as departmental subject matter expert on architectural design review issues and act as liaison to other public agencies and private firms to administer selection and installation of public art projects, cultural planning and arts education.

An Arts Manager differs from the Management Analyst series in that duties of the Arts Manager are arts related and require extensive knowledge of and contacts within the arts community.

Examples of Duties: The majority of the work performed by an Arts Manager falls into four major program categories: Community Arts, Grants Administration, Design Review, and Public Arts. An Arts Manager may be called upon to perform or assist in the performance of some or all of the duties listed below.

- Meets with City officials from other City departments to develop inter-agency efforts for the re-use of materials from industry and commerce by arts institutions and artists working within the public sector;
- Solicits contributions of re-usable material from private industry to be recycled into public art projects;
- Develops promotional campaigns to stimulate public interest in the Materials for the Arts Program and to inform artists/arts organizations about the program and possible methods of incorporating recycled products in public art projects;
- Works with other City departments and municipal agencies on arts educational programming in order to locate potential venues, develop programs, develop transportation, and seek out additional funds for arts educational programming for youth in areas of the City which are disadvantaged and undeserved by existing arts facilities;
- Develops and maintains a culturally diverse network of community-based art instructors who can teach a variety of art, design, and craft forms to disadvantaged youth;
- Promotes community-based educational outreach programs to professional art guilds to stimulate and encourage volunteer teaching and professional presentations within the school system and community centers;
- Develops a network of existing community-based and regional arts institutions to provide programming and apprenticeships for disadvantaged youths;
- Conducts field audits on grants, public art projects, and other contracted services to insure that work is progressing as scheduled and in an artistically acceptable manner.
- Writes, investigates, and analyzes reports on grantee data, public art data, planning data, and other related fields;
- Develops and writes guidelines for yearly update of grants applications, public arts, and related work;
- Conducts workshops to inform targeted groups of the application process for grant proposals, and methods used to respond to Request for Proposal (RFP) and Request for Qualification (RFQ);
- Assembles ethnically balanced peer review panels from the arts community to review yearly applications for grants, public arts projects, and other related projects;
- Sets up artistic peer review panel meetings and insures the integrity of the art project selection process;
- Writes contracts for grant recipients and public art projects containing language that characterizes the artistic project and processes the contracts through the Mayor's office and the City Attorney;
- Develops and implements grants monitoring program;
- Trains and supervises staff in administering the City's Cultural Grants Program, Percent for Art Program, and related programs;
- Develops and writes yearly guidelines for grant, Percent for Art, and related programs;
- Assists individual artists and arts organizations in completing contracted work, including mediating artistically

acceptable solutions between artist and other City departments or agencies;

- Oversees the development of contracts for recipients of grants, Percent for Art Programs, and related programs;
- Assembles grant allocation committees that are representative of the peer review panels to insure fair allocation of funds to grantees;
- Assembles grant selection and allocation information for presentation to the General Manager, Mayor, and Council;
- Appears before Council to answer questions on grant process;
- Assists in developing budget and expenditure plans for the various funds and programs in Cultural Affairs.
- Develops guidelines for Percent for Art program, departmental art plans, aids in preparation of annual expenditure plan.
- Advises General Manager, City Council members, Arts Advisory Committee members, representatives of other municipal agencies and support groups on how to develop ongoing strategies for the implementation of the recommendations in the Citywide Cultural Masterplan and institutional stabilization programs from the Arts Development Fee Trust Fund;
- Works with other City departments and Council planning aides to integrate components of the Cultural Masterplan into the City's General Plan including the location and planning of cultural facilities, services, and programs;
- Promotes and encourages cultural preservation projects by educating public, contractors, and developers on aspects of the Cultural Masterplan;
- Promotes and cultivates cultural partnerships between the City and the private sector;
- Meets with developers and City officials to negotiate agreements that would enhance their involvement in cultural programs and facilities;
- Assists with development of annual Citywide Arts Expenditure Plan delineating income sources and allocations within the Arts and Cultural Facilities

and Services Trust Fund and the Arts Development Fee Trust Fund;

- Works with the Cultural Heritage Commission and the Cultural Affairs Commission to insure that submissions for architectural design approval to those commissions conform to the Citywide Cultural Masterplan;
- Explains and educates developers and contractors on the arts development fee credit program including identifying sites and developing strategies for public art projects;
- Consults and assists developers on their arts development fee credit projects and coordinates review of developers proposals;
- Works with Building and Safety Department to insure that developers are meeting their Arts Development Fee requirements;
- Devises promotional and educational material to explain and promote the arts development fee program to artists, arts organizations, public officials, and developers;
- Works with City departments to develop and implement their departmental art plans;
- May serve as a director of a large theater operation or director of various institutional support and stabilization programs;
- 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.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- Major principles, practices, methods, and techniques of arts administration with emphasis on public art

programming and cultural grants administration.

- Community based and regional arts institutions available to provide programs and apprenticeships for disadvantaged youth.
- Financial, material, venue, and outreach resources within the local arts community.
- Concerns and trends of local arts community in various fields of arts.
- Artistic disciplines such as dance, drama, music.
- Arts educational programming for youth.
- Citywide Cultural Masterplan.
- Principles and practices of public administration applicable to administration of a City department, including budget preparation and control;
- Supervisory principles and practices including: planning, delegating and controlling the work of subordinates.
- Techniques of counseling, disciplining, and motivating subordinate personnel.
- Procedures for grievance handling.
- Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program.
- Effective safety principles and practices.

A working knowledge of:

- Memoranda of understanding as they apply to subordinate personnel.

- Percent for Arts Program.
- Citywide Arts Expenditure Plan.
- Cultural Affairs grant application process.
- Cultural preservation programs, concepts, and practices.
- Principles, techniques, and methods suitable for the dissemination of information.

A general knowledge of:

- City personnel rules, policies and procedures.
- Services Trust Fund.
- Arts Development Fee Trust Fund.
- Materials for the Arts Fund and methods of incorporating recycled products in public art projects.
- Architectural design and review issues and concepts.

The ability to:

- Establish and maintain a work environment to enhance both employee morale and productivity.
- Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.
- Recognize verifiable art projects.
- Read and analyze architectural plans submitted for board approval.
- Analyze and assemble data concerning budgetary, procedural, policy and other administrative matters.
- Be sensitive to the individual needs of artists while being able to conform to regulatory standards in order to negotiate compromises between artists and other City departments or agencies.
- Function within a political environment and interact with the artistic community at all levels.
- Speak in front of audiences to promote the arts and the City's endeavor to

promote cultural awareness.

- Prepare and present oral and written reports concisely, logically, and convincingly.
- Plan, direct, and coordinate the work of Arts Associates and other subordinate personnel.
- Deal tactfully and effectively with elected and appointed officials, City employees, and the public.

Minimum Requirements :

Two years of full-time paid experience directing and coordinating an arts program that is in a class at the level of Arts Associate with the City of Los Angeles; **or**

Two years of full-time paid experience as an administrator of an organization responsible for development, implementation, coordination, or administration of programs directed at encouraging appreciation, interest, or participation in fine arts or cultural activities or work in the promotion of public art is required for Arts Manager.

A Masters Degree in Arts or a professional degree such as Architecture, Historic Preservation or Law from a recognized college or university is desired.

License: A valid California Driver's License may be required for some positions in this class.

Physical requirements: Strength to perform average lifting of up to 5 pounds and occasionally over 15 pounds; good speaking and hearing ability and good eyesight.

Those with medical limitations may be able to perform the duties of some positions in this class with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

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 all of the duties and responsibilities of any position shall be.