

City of Austin: Parks and Recreation Department, Culture & Arts Education Manager at the GW Carver Museum, Genealogy & Cultural Center, Austin, Texas

The George Washington Carver Museum, Genealogy and Cultural Center is dedicated to the collection, preservation, research and exhibition of African-American historical and cultural material. The center offers gallery exhibits, programs, classes, children's camps, theater productions and a genealogy center.

The purpose of this position is to manage and lead the George Washington Carver Museum, Genealogy and Cultural Center with primary responsibilities for budget, personnel, programming, facility safety, facility management and development. The position has direct supervision of five personnel and indirect supervision of an additional six staff members.

The **Minimum Qualifications** for this position are the following:

Graduation from an accredited four (4) year college or university with major coursework in Arts, Art Education or related field, plus four (4) years of experience developing and implementing cultural and art education programs and activities, at least one (1) of which was in a supervisory or management capacity.

Experience may substitute for education up to a maximum of four (4) years.

Licenses or Certifications:

None.

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Reviews current and future requirements from needs assessments and develops both short and long range plans.
2. Develops, coordinates, operates, and monitors district or citywide facilities, programs, and events.
3. Develops, approves and implements promotion of programs and events.
4. Develops, approves, and implements program service guidelines for facility operations and use. Ensures proper maintenance of assigned facilities and equipment.
5. Safeguards the city collection of artifacts and other valuables and recommends major acquisitions and expenditures.
6. Communicates project and program information to management and others. Coordinates organization's programs and activities with other city and public organizations.
7. Prepares and reviews reports as part of the process of monitoring and communicating the organizations performance.
8. Develops, maintains and monitors the budgets and grants.
9. Monitors contracts and contractors to ensure compliance.
10. Attends meetings representing the organization.
11. Investigates and responds to complaints

Responsibilities- Supervision and/or Leadership Exercised:

At manager level, supervision of programs and/or employees is required as follows:

Manage two (2) major programs; Or

One (1) major program and one (1) supervisor; Or

Manage two (2) or more supervisors.

Supervisors are responsible for the full range of supervisory activities including selection, training, evaluation, counseling and recommendation for dismissal.

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of cultural education programs.

Knowledge of program and event planning.

Knowledge of Federal, State and Local laws.

Knowledge of city practice, policy and procedures.

Knowledge of fiscal planning and budget preparation.

Knowledge of maintaining the care of assigned collections, exhibits, records, materials and assets.

Knowledge of principles and methods of showing and promoting products.

Knowledge of supervisory and managerial techniques and principles.

Skill in oral and written communications.

Skill in handling multiple tasks and prioritizing.

Skill in planning and organizing.

Skill in using computers and related software applications.

Ability to work with frequent interruptions and changes in priorities.

Ability to apply for and monitor grants.

Ability to establish and maintain good working relationships with other City employees and the public.

Salary: \$28.50-\$37.50 per hour

To apply for this position: Quick Link- <http://www.austincityjobs.org/postings/55371>