

Position Title: Office of Cultural Affairs Manager

GENERAL PURPOSE: The Office Cultural Affairs Manager (the “Manager”) will direct, manage, supervise, and coordinate the activities and operations of the Office of Cultural Affairs. The position is responsible for the implementation of programs, initiatives, and activities to enhance the cultural arts services and opportunities provided to the City.

This position requires the candidate to take a hands-on approach to getting the job done. Planning all programs as they relate to the Cultural Center, community events and funding are critical to the success of the position.

This is to be accomplished by planning, coordinating, and working with other City Departments, and outside agencies, as needed, to carry out the City’s Cultural Affairs programs, projects, and initiatives.

SUPERVISION: The Manager works under the direction of the City Administrator, establishing and implementing short and long-range plans and objectives for the Office of Cultural Affairs, and assumes direct accountability for achievement of results. The Manager consults with the City Administrator to ensure continued understanding of City Council’s priorities and facilitates collaboration with other City Departments in the achievement of the City Council’s goals.

PRIMARY DUTIES AND RESPONSIBILITIES: The following duties ARE NOT intended to serve as a comprehensive list of all duties performed, only a representative summary of the primary duties and responsibilities. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to, or extension of, the position.

- Plan, organize, direct, supervise, and coordinate the operations and activities of the Office of Cultural Affairs, including the scheduling and recruitment of performances, exhibits, and productions; overseeing City sponsored, festivals and special events; overseeing the Theatre programming; managing ticket sales; maintaining the amphitheater schedule; and, managing the facility rentals and event agreements.
- Oversee, promote and coordinate specific activities within the Office of Cultural Affairs; prepare program event and facility marketing material including news releases, flyers, schedules of events, pamphlets, and brochures.
- Facilitate and coordinate marketing efforts for the City, including updating the City’s website, updating city social media accounts, distributing press releases, maintaining relationships with media representatives, developing content for website and social media accounts, working with any contracted advertising/media firms, and managing the City’s brand to ensure continuity amongst departments throughout the community.

- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
- Plan, direct, coordinate, and review the work plan for the Office of Cultural Affairs services and activities; assign work activities and projects; monitor workflow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Engage with community groups and stakeholders with the goal of securing public funding and volunteers; generate enthusiasm for the Mauldin community, the Mauldin Cultural Center, and the Mauldin Theatre Program from all major community stakeholders and the
- Administer and ensure proper grant application, implementation and close out; develop and secure funding through grants, co-sponsorship, and individual donations.
- Represent the Office of Cultural Affairs to councils, commissions, the community, service groups, and a variety of outside organizations and agencies; coordinate assigned activities with outside agencies and organizations; serve as liaison to the Cultural Affairs Foundation.
- Plan, establish, direct, and maintain Office of Cultural Affairs and community cultural development including consulting, coordinating, and monitoring producers and providers; provide organizational, technical and artistic assistance as needed.
- Perform related duties as required and assigned by the City Administrator.

JOB ENVIRONMENT

Position requires independent judgment to locate, select, and apply the most pertinent practice, procedure, regulation, or guidelines to be applied in a given situation. Employee is expected to understand, interpret, and explain to others the regulations and/or guidelines governing the work. The sequence of work and/or the procedures followed vary in each situation.

MINIMUM QUALIFICATIONS:

Education and Experience: The Manager must fulfill the following qualifications or equivalent combination of education, training, and experience which provide the required knowledge, skills, and abilities to perform the duties of the job.

Mauldin, South Carolina

- A Bachelor's degree from an accredited college or university or a combination of a high school diploma and related work experience.
- Experience in and a general knowledge of program planning and implementation; experience in promotion and event marketing; .
- Strong computer skills required.
- Possess a valid South Carolina driver's license.

Knowledge, Skills, and Abilities

Required Knowledge of:

- Facilities management
- Grant administration
- Fundraising
- Marketing

Required Skill In

- Communicating across diverse cultures and backgrounds
- Interacting effectively with public audiences
- Organizing, planning, problem solving and project management

Ability to

- Prepare financial and activity reports
- Maintain records
- Manage multiple assignments in a detailed and effective manner
- Building collaborative relationships with diverse constituencies

Physical and Mental Requirements

Employee is required to stand, walk, talk, listen, use hands, reach with arms and hands, climb, balance, stoop, kneel, and sit, up to 2/3rd of the time. Employee frequently lifts up to 25lbs., and occasionally lifts more than 25 lbs. Normal vision is required for this position. Equipment operated includes office machines and computers.

This job description does not constitute an offer of employment or an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.