

**City of San Rafael
Job Class Specification**

Job Title: Cultural Affairs Supervisor

SUMMARY

Plans, schedules, and produces cultural programs, events, and gallery exhibitions the Falkirk Cultural Center. Schedule maintenance and improvement of building and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Supervise daily operations of the Falkirk Cultural Center. Oversee rentals and house usage.
- Supervises Public Programs. Initiate ideas, confer with coordinators.
- Supervise gallery exhibits. Confer with curators.
- Develop and implement use plan for Falkirk grounds and building.
- Schedule and oversee house repairs and maintenance.
- Schedule grounds repair and improvement.
- Supervise and participate in Newsletter.
- Serves as staff to and in the Cultural Affairs Commission.
- Supervises content and distribution of press releases, announcements and written materials.
- Performs related duties as required.

KNOWLEDGE OF:

- Arts and cultural community.
- Historic Preservation guidelines.
- Communication skills.
- Building and grounds maintenance.

ABILITY TO:

- Prepare budgets & monitor expenditures
- Plan cultural programs and exhibits.
- Supervise staff.
- Collaborate with arts organizations.
- Work effectively with Commission and volunteers.
- Communicate effectively, orally and in writing.

EDUCATION and/or EXPERIENCE:

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Valid drivers license

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to video display and frequently works in evenings or weekends and inside environmental conditions. The employee is occasionally exposed to outdoors weather conditions and occasionally works with use of personal vehicle. The noise level in the work environment is usually quiet.

Prepared by: Nash & Co
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