

Jack Caffrey Arts and Cultural Center Director Functional Job Description

Nature of Work: Under administrative direction from the City of Welch, Building Commission's Arts and Cultural Committee, performs advanced level work overseeing the arts and cultural center's strategic planning, daily management, and fundraising activities.

Examples of Work

- Establishes planning for programmed activities undertaken by the committee.
- Establishes monitoring systems for budgets and planning for the programmed activities such as exhibits, events and festivals.
- Enforces established policies in programming; assists in establishing new policies and interpreting them for the public, vendors, presenters, and exhibitors.
- Coordinates events and exhibits; monitors the technical assistance program for events and programs;
- Administers events, exhibits, shares administration of information services, technical services and photographic services;
- Supervises any professional and support staff.
- Prepares the operating budget and related fiscal documents.
- Plans programs for the unit.

Knowledge, Skills, and Abilities

- Knowledge of staging and display techniques for the performing and visual arts.
- Knowledge of supervisory and administrative principles, procedures and techniques.
- Knowledge of state and federal budgetary requirements and practices.
- Ability to plan the exhibition of performing and visual art shows and events and other cultural and historical programs.
- Ability to apply technical knowledge of the performing arts to provide assistance to artists and to prepare and plan performances.
- Ability to prepare and present written and oral reports and presentations.
- Ability to interact with other employees, artists and the general public in order to establish and maintain effective working relationships.
- Ability to evaluate existing programs and make recommendations to implement, improve and revise programs as needed.
- Ability to recruit, organize and support volunteers.
- Knowledge of local, state, and federal funding resources for arts and cultural programming.
- Ability to search for, prepare and submit appropriate state and federal grants.
- Knowledge and appreciation of Southern Appalachian arts and folkways.

Minimum Qualifications

Training: Graduation from an accredited four-year college or university in a related arts, culture, tourism, or business management field.

Experience: Two years of work in arts and cultural activities.