

**TOWN OF HAMDEN**  
**Director of Arts and Culture**  
Mayoral Appointment

**Excluded from Classified Service**  
**Department: Arts Department**

**Non-Bargaining Unit**  
**Salary: DOQ**

**Position Overview:**

The Director of Arts & Culture creates and oversees implementation of the strategic vision, business plan, budget, staffing plan, marketing plan and vision for music, dance, film, theatre multi-disciplinary arts programming and other community events and projects. Coordinates funding and community volunteer involvement. Must be proficient in all aspects of booking and artist relations, production management, and community development.

**Supervision Received:**

Receives executive direction from the Mayor.

**Supervision Exercised:**

Supervises all full time program and administrative staff along with all seasonal program staff, consultants, artisans, volunteers, instructors and participants.

**Examples of Essential Job Duties:** Set vision for and direct others toward a comprehensive Arts and Culture program that includes performing arts for adults, families and children, lecture and literature events, films, theater productions; Directs full-time Arts & Culture staff and assist them in creating vision for their program areas that is consistent with overall direction of cultural arts program; Develop strategic partnerships with arts and community organizations; Supervise full-time staff in the booking and managing of all Arts performances and events; Create framework for art exhibition space throughout the town; Develop staffing plan and manage all aspects of production, administration, audience relations and outreach; create job descriptions, recruit, hire, train and evaluate staff; Develop marketing plan, including print and web collateral, media releases and interviews; oversee marketing budget and outside public relations counsel; Create, oversee, manage and be responsible for departmental budget.

**Knowledge, Skills and Abilities:** Ability to act as public spokesperson for Arts programs with public audiences, media and funders; working knowledge of fund development through individual solicitations, grants, corporate sponsorship, outside rentals and concessions; Ability to provide production oversight to create show protocols and monitor quality; Ability to create program implementation protocols and properly monitor maximum capacity attendance, safety standards and security measures; As needed, create and work with committee of lay leaders to better understand the local arts community, obtain feedback and set direction for Arts & Culture for the Town of Hamden; Work within a management team that sets vision for thematic programming; Skills required to create and actively promote a comfortable and welcoming environment where every resident/participant is treated with dignity and respect in a friendly and personal manner; Ability to anticipate and be responsive to residents/participant needs and requests; Perform other related duties as required or directed.

**Minimum Qualifications Required:** Graduation from a recognized college or university with a four (4) year degree in Fine Arts or a closely related field of study supplemented by at least three (3) years of Arts and Culture programming experience with supervisory responsibility. Sound fiscal management expertise required along with strong leadership skills including conflict resolution and team building.

**License or Certificate:** A Connecticut Motor Vehicle Operator's License is required.

**Physical/Mental Exertion/Environmental Conditions:** Works in office setting subject to continuous interruptions. May be required to lift and move light to medium weights, i.e., manuals, files, office supplies, etc. Must be able to work under stress from demanding deadlines and changing priorities and conditions. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms.

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

Approved by the Civil Service Commission on December 20, 2016.