



Title: Arts & Events Superintendent

FLSA STATUS: Exempt from overtime under Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Arts & Events Manager, Neighborhood & Human Services Deputy Director, and Neighborhood & Human Services Director.

Exercises direct supervision over full-time, part-time and temporary or seasonal employees; volunteers and contractual vendors.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of five years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:**
 - CPR/First Aid certified within one year of hire.
 - Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- 5 years of previous supervisory experience is preferred.
- Prefer a degree in Parks and Recreation, Arts Management, Business, Facility Management or similar.
- Certification by the IFEA (International Festivals and Events Association), ILEA (International Live Events Association, or a nationally recognized certificate in any valid accredited certification program related to the position, is preferred.

JOB SUMMARY

The purpose of this position is to develop, implement and supervise comprehensive special event and arts programming in a variety of settings throughout the city. Programs may include Special Events, Arts Programming including music, theatre, visual arts, as well as classes and workshops. Works closely with the Facilities Department to manage the operation and facility needs of the Performing Arts Center. Supervises the development, coordination, implementation and evaluation of events and programming;; recommends goals and objectives; researches and develops funding and revenue sources; manages marketing efforts; establishes and maintains partnerships; creates agreements; serves on committees and completes related activities.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Supervises, plans, implements, and evaluates a wide range of programs, facilities and events and related services for the citizens of Peoria. Manages priorities, identifies and addresses problems, implements recommendations for future programs and events; oversees compliance of policies, procedures, and regulations; coordinates amenities and vendors; manages contracts, vendor responsibilities and deliverables; writes RFPs for services and executes contracts; evaluates event effectiveness; and assists with implementation, evaluation, and interpretation of projects, policies, and procedures.
3	Builds partnerships and fosters / nurtures relationships. Identifies future partners and volunteer organizations; participates on committees; produces financial and event reports; monitors contractual obligations of vendors; communicates with Peoria Unified School District; recruits and trains volunteers to work at programs and events; provides staff assistance and advice to Council-appointed boards.
4	Prepares and administers the annual program budget. Develops, prepares, and monitors revenue and expenditures; prepares and presents budget to management staff and department deputy director or department director; develops and fulfills budget-related goals and objectives; authorizes payments and monitors expenditures; develops and prepares reports on financial information.
5	Supervises internal and external communications. Interacts with media, posts to social media, creates and distributes marketing materials; maintains calendars and ensures staff receives regular updates; serves as liaison to committees; creates community and internal partnerships; negotiates agreements.



City of Peoria

HUMAN RESOURCES

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"				
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.				
Sedentary	Light	Medium	X	Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.

Work Environment for this position is indicated below with "X"			
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.			
Office	X	Outdoors	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	

Vehicle	Office and Field/ Plant/ Warehouse
Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, fax / scanner, and related software, telephone, adding machine, vehicle, and dolly.

PROTECTIVE EQUIPMENT REQUIRED:

None required.