



## Cultural Arts & Events Manager

### DeKalb Park District

**Contact Name:** Jennifer Crouch

**Contact E-mail:** jcrouch@dekalbparkdistrict.com

**Contact Phone:** 779-777-7283

**Closing Date:**

**Salary:** \$60,000 - \$75,000

**Description:**

**Apply Here:**

<https://www.paycomonline.net/v4/ats/web.php/portal/48D344FE678418DDEC92E7463182A3CE/jobs/57521>

**Position Description**

**DEPARTMENT:** Recreation

**TITLE:** Cultural Arts & Events Manager

**CLASSIFICATION:** Full-Time, Exempt

#### **SUMMARY OF POSITION:**

Responsible for the administrative planning, organization and supervision of a comprehensive, diverse portfolio that includes visual and performing arts programs, classes, workshops, festivals, recitals, concerts, theatrical productions, and community-wide events. This position supervises part-time and seasonal staff and ensures high-quality customer service, safety, and efficient program operations. The role also leads and supports recreation department events and community programming to enhance the Park District's mission of serving residents year-round.

#### **SUPERVISION RECEIVED:**

Reports to the Superintendent of Recreation

#### **SUPERVISION EXERCISED:**

Directly supervises dance instructors, theater instructors, and cultural art instructors.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Lead the development and oversight of diverse cultural arts programming for youth and adults including dance, theater, visual arts, and music.
- Coordinate the scheduling of programs, classes, and workshops while collaborating with internal teams and external partners to meet facility and safety requirements.
- Plan and manage all components of cultural arts performances, including sets, props, costumes, ticketing, front-of-house operations, cash handling, and post-event reconciliation.

- Recruit, hire, train, schedule, and evaluate a seasonal and part-time staff team including dance instructors, theater instructors, and various part-time employees.
- Establish and maintain training and certification expectations for all instructors, supporting professional development and consistent program delivery.
- Plan, organize, and implement cultural arts special events; collaborate with recreation staff to support department, district, and community-wide special events.
- Assist in the development and support of marketing and promotional strategies to increase awareness, enrollment, and community engagement in cultural arts programs.
- Oversee program safety and customer service standards, responding to participant concerns and ensuring compliance with district policies and procedures.
- Monitor financial performance for assigned areas including program revenue and retention; prepare reports and assist with annual budgeting.
- Attends all meetings as requested and maintains open communication with the Superintendent of Recreation & Facilities.
- Perform other related duties as assigned to support the mission of the DeKalb Park District.

#### **PERIPHERAL DUTIES:**

- Periodically substitutes for absent staff and instructors.
- Participates in community groups and committees that relate to area of responsibility.
- Serves on internal District committees or project teams as assigned.
- Attends conferences, seminars, and educational sessions and participates in professional associations as they pertain to area of responsibility.

#### **DESIRED MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

- Prior experience in dance environment required.
- Bachelor's Degree in Parks and Recreation or related field.
- Two (2) – four (4) years experience in cultural arts, dance instruction, and visual or performing arts programming preferred.

##### **Necessary Knowledge, Skills and Abilities:**

- Knowledge of all phases of recreation programming with an emphasis on visual and performing arts.
- Ability to develop and run innovative programs and facilities that meet the needs of the community.
- Ability to hire, train, lead, and direct staff in an effective manner.
- Ability to communicate effectively both orally and in written format.
- Marketing skills to grow and expand programming initiatives.
- Basic computer skills and an ability to learn and display proficiency at using the District's registration software.
- Ability to interact with customers in a professional manner and resolve complaints and issues in a timely manner.
- Ability to develop and implement program budgets and to be fiscally accountable for areas of responsibility.

#### **PREFERRED REQUIREMENTS:**

- 3-5 years of progressively responsible experience in cultural arts programming, event management, and/or dance programming.
- Experience planning or supporting performances, recitals, showcases and events.
- Experience developing dance curriculum, lesson plans, or progressive skill tracks.

**SPECIAL REQUIREMENTS:**

- Possession of a valid driver's license.
- Must have or obtain certification in First Aid, CPR, and AED.
- Evenings, weekends and holiday hours will be required at times.

**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 frequently required to drive, stand, walk, kneel, crouch, climb stairs, see, hear, and speak. The position requires substantial time on the phone, sitting while using a computer and sitting at a desk. The employee may need to stand for prolonged periods of time and be required to walk, run, jog or perform other physical maneuvers in order to demonstrate a skill or component of a program.

The employee will occasionally lift and/or move up to 50 lbs. by themselves and 75 lbs. with assistance.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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 associated with this job the employee may work in a combination of office, indoor and outdoor environments. The employee will be exposed to loud noises such as fireworks or noises associated with events with crowds. The position is exposed to outdoor weather conditions, including extreme heat and humidity, cold, rain and/or snow.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference and /or background check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.