



Cultural Arts Supervisor

Skokie Park District

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Closing Date:

Salary: \$50,000 - \$55,000+ DOQ

Description:

The Skokie Park District is looking for their next Cultural Arts Supervisor! Due to an upcoming retirement, we have a full-time opportunity available at our Devonshire Cultural Center. The Cultural Arts Supervisor is responsible for planning, developing, promoting and managing visual and culinary arts programs. The position also oversees rentals, birthday parties and summer camps. This individual manages the operations of the Devonshire Cultural Center front desk and customer service operations and will oversee special events, including but not limited to art shows and cultural events. The Cultural Arts Supervisor utilizes all available resources of the District to ensure a smooth and effective delivery of services and will carry out the established policies of the Skokie Park District.

Essential duties include:

- Plans, directs, implements, and evaluates designated arts programming, special events, summer camp programs and other Devonshire Center programming as assigned by the Center Manager.
- Interview, hires, trains, schedules, supervises and evaluates customer service, cultural arts programs, special events and summer camp staff.
- Manages the reservations, planning, staffing, purchasing of supplies and implementation of birthday party packages and facility rentals. Responsible for the implementation and administration of contractual agreements with performers and program providers.
- Works cooperatively with other facility staff to maintain and communicate the overall facility schedule utilizing RecTrac.
- Works with the Marketing Department to promote programs, camps and special events. Prepares and proofs content for brochure publications. Reviews the District's website to assure that programming and calendars are up to date.

- Manages program space (i.e. Art Studio, Kitchens & Classrooms), front desk and all equipment associated. Purchases materials and supplies as needed.
- Maintains a program of rotating art exhibits.
- Manages, plans, coordinates and oversees summer day camp programs, including but not limited to Art Sparks, Cooking Camp, and assists with Cultural Arts camps.
- Assists with District-wide special events including but not limited to: Festival of Cultures, Juneteenth, Pride, Coming Together, 4th of July, Backlot Bash and other special events surrounding holiday and cultural themes.
- Serves on the EAT (Environmental Action Team) Committee and takes an active role in assisting with planning and implementation of the Spring Greening event.
- Responsible for daily batch processing/reconciliation for the Devonshire Cultural Center and the delivery of cash receipts/deposits to the Weber Leisure Center on a daily basis.
- Works with the Devonshire Cultural Center Manager to develop the customer service, cultural arts programming, special events and summer camp program budgets. Carefully monitors revenue and expense budget reports throughout the fiscal year and prepares monthly Board reports.
- Works closely and cooperatively with other members of the District to insure a coordinated community-wide program format.

Who we're looking for: A team player who has a passion for a variety of cultural arts and recreation. The ideal candidate will have a Bachelor's Degree in Parks and Recreation, Arts Administration, Education or closely related field. Two to four years arts administration and/or visual arts and customer service experience along with relevant work experience in recreational programming or cultural arts programming. Knowledge of office software required. Experience with RecTrac preferred. Must be able to obtain and keep current CPR and AED certification. Must possess or be able to obtain CPRP (Certified Park and Recreation Professional) certification, APRP (Certified Associate Park and Recreation Professional) certification or CPRE (Certified Parks and Recreation Executive). Valid Driver's License is required.

Benefits: In exchange for your talent we offer competitive benefits including:

- BCBSIL Health Insurance (PPO and HMO Options Available)
- Dental Insurance
- Vision Insurance
- Life Insurance (Paid for by the Park District up to 2.5x your annual salary)
- Pension Plan (IMRF)

- Short Term Disability (IMRF)
- Employee Assistance Program
- Paid Time Off (Vacation, Personal, Holiday, Sick)
- Paid Parental Leave
- Facility Usage Benefits (gym membership, golf memberships, program discounts, etc.)

Complete an application with your cover letter and resume here:

<https://secure6.saashr.com/ta/6180292.careers?ShowJob=486944389>

The Skokie Park District is an Equal Opportunity Employer.