



The City of San Antonio seeks a dynamic and visionary leader that exemplifies our core values of Teamwork, Integrity, Innovation and Professionalism for the position of:

Director Arts and Culture



Director Arts and Culture

The Position

The Arts and Culture Director for the City of San Antonio is responsible for planning, directing, managing, and overseeing the activities and operations of the Department of Arts and Culture including but not limited to initiating projects that address priorities in arts and culture, advocating for the arts, managing the non-profit agency funding process, and supporting economic development for the creative sector. Coordinating assigned activities with other City departments and outside agencies, working with the San Antonio Arts Commission, and providing highly responsible and complex administrative support to the City Manager's Office.

Essential Job Functions

- Leads the Department of Arts & Culture and the four divisions that make up the department, which includes: Arts Funding, Public Art San Antonio, Cultural Events and Exhibits and the San Antonio Film Commission
- Manages the investment of over \$6 million that is distributed through a competitive funding process that is allocated to over 50 art organizations to enhance accessibility to the arts.
- Oversees department-curated cultural events and exhibits that connect and engage San Antonio residents and visitors with local artists, enriching our quality of life.
- Leads department staff to implement initiatives such as the San Antonio Poet Laureate program, the Diez y Seis de Septiembre Commission and management of the Culture Commons Gallery inside the historic Plaza de Armas building in downtown San Antonio and the Centro de Artes Gallery in Market Square.
- Manages the Public Art San Antonio (PASA) division, which facilitates a public process for commissioning art of the highest standards which enriches the quality of life and visual environment for all residents and visitors of San Antonio.
- Oversees the management of the San Antonio Film Commission, a go-to resource for filmmakers which provides an array of services available to filmmakers including: location scouting, liaison services, permitting, crew and casting calls, and more.
- Promotes cooperation and collaboration amongst the cultural arts community; facilitates public discussions on issues affecting the arts community; and responds to and participates in community events related to arts and culture.
- Provides staff support to a variety of boards and commissions including the San Antonio Arts Commission; attends and participates in professional group meetings; and stays abreast of new industry trends and innovations.
- Acts as official departmental representative to other City departments, City Manager's Office, elected officials and outside agencies; explains, justifies, and defends department programs, policies, and activities; and negotiates and resolves sensitive, significant, and controversial issues.
- Selects, motivates, and evaluates department staff; provides or coordinates training and works with employees to correct deficiencies; and implements and administers disciplinary and termination procedures.
- Manages and participates in the development and administration of the department budget; estimates funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; and directs the preparation and implementation of budgetary adjustments as necessary.
- Coordinates departmental activities with other departments and outside agencies and organizations; provides staff assistance to the City Manager, Assistant City Managers, and City Council.





Qualifications

- Bachelor's Degree from an accredited college or university with major coursework in Art History, Public Administration, Business Administration, Public Relations, or a related field.
- A Master's Degree is highly desirable.
- Ten (10) years of increasingly responsible professional experience in the areas of art and cultural affairs, including five (5) years of administrative or supervisory responsibility.
- Or Equivalent combination of education and experience

The Community

Located in south central Texas approximately 140 miles north of the Gulf of Mexico, the City of San Antonio has a population of more than 1.3 million. The seat of Bexar County, San Antonio is the seventh largest city in the United States and the second largest city in Texas.

The City of San Antonio offers its residents one of the most attractive and affordable lifestyles in the United States. A plentiful supply of high-quality housing, and low utility rates to owners are among the substantial cost-of-living advantages of this culturally unique city.

The City Government

The City of San Antonio has a Council/Manager form of government. Ten Council Members are elected from single-member geographic districts and the Mayor is elected at-large. The City Council appoints the City Manager.

The Executive Team consists of 30 Department Directors, two Deputy City Managers, four Assistant City Managers, a Chief Financial Officer, and a Chief of Staff. There are over 11,000 City employees.

The Department

The Department of Arts and Culture (DAC) advocates for the growth of the local creative industry by increasing awareness of the impact and value of arts and culture to the city. Its mission is to enrich quality of life and invest in San Antonio Arts and Culture. Helping to make San Antonio an exciting place to live and visit, DAC develops and markets a wide range of programs and events.

DAC is funded by the hotel occupancy tax and supported in part by the Texas Commission on the Arts and the National Endowment for the Arts. The department's policies and procedures are advised by the San Antonio Arts Commission, whose members are appointed by City Council and the Mayor.

The department is comprised of four divisions: Arts Funding, Public Art San Antonio, Cultural Events and Exhibits and the San Antonio Film Commission.

DAC works with partners around the city to realize its vision of improving the quality of life for San Antonio residents and enriching the experiences of visitors. Some of those partners are:

- Center City Development Office, City of San Antonio
- Diez y Seis de Septiembre Commission
- International & Economic Development, City of San Antonio
- San Antonio Hispanic Chamber of Commerce
- Texas Commission on the Arts
- Americans for the Arts



Compensation & Benefits

Offered salary will be dependent on the selected candidate's qualifications and education (DOQE). The City also offers an attractive benefits package including:

Retirement – City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes 2 times the employee contribution. Employees become 100% vested after 5 years of service.

Deferred Compensation – The City offers two voluntary Section 457 Deferred Compensation programs to employees. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.

Health Care – The City offers two health care plan options. These plans offer employees a choice of deductible, co-insurance and co-payment levels.

Life Insurance – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee's annual salary.

Holidays – 13 Holidays

Executive Car Allowance – Executives receive a monthly car allowance of \$500.

Cell Phone Allowance – Executives receive a monthly cell phone allowance of \$70.

Leave/Vacation – City Employees receive Annual and Personal leave; accrual based on seniority. For example, an employee with ten years experience would receive 26 days of combined leave (Personal and Annual).

Relocation Assistance – Available.

To Apply

If you are interested in this outstanding opportunity, please send cover letter, resumé, references and salary requirements to:

saexecsearch@sanantonio.gov

This position is open until filled. **First review of resumes will occur on November 13, 2016** Please submit your application as soon as possible to ensure you are considered for this position.

Upon receipt, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio's Executive Recruiter.

For additional information please contact:

Joel Jenks, Executive Recruiter
City of San Antonio
Human Resources Department
P.O. Box 839966
San Antonio, TX 78283
Phone: (210) 207-5173

Please note: Under the Texas Public Information Act, information from your resume may be subject to public disclosure.

The City of San Antonio is an Equal Opportunity Employer.

