



Code: 1757

Family: Public Relations and Creative Arts

Service: Administrative

Group: Statistical, Technical And Analytical

Series: Statistical

CLASS TITLE: PROGRAM DIRECTOR - CULTURAL AFFAIRS

CHARACTERISTICS OF THE CLASS

Under direction, function as a section or unit manager, directing cultural and arts programming functions for the visual arts, performing arts and other cultural activities within the Department of Cultural Affairs and Special Events (DCASE).

Positions are mid-level managers within the organization, managing supervisory and professional staff in the development and administration of programs including visual arts, art exhibitions, music, dance, theatre, film and other creative arts or cultural programs specific to Millennium Park and the Cultural Center, and perform related duties as required

ESSENTIAL DUTIES

- Develops and implements program objectives, standards, and processes for various programs within the Arts Programming Division, ensuring compliance with the overall mission of DCASE
- Manages supervisory and professional staff, providing oversight and direction in the development and implementation of various public art programs, performing arts programs, and other creative arts programming
- Provides direction to professional staff working with artists and the arts community on projects to commission and install permanent and temporary public artwork as part of the Public Arts Program, Arts in Transit Program and related arts programs
- Administers Percent-for- Arts projects, coordinating work efforts with advisory councils, other city departments and staff to select or commission artwork for installation in newly constructed public buildings as required by ordinance
- Directs and coordinates the selection process for artists and performers for inclusion in planned programs, festivals, and events; coordinates with departmental finance personnel to negotiate contracts, schedules, and fees to book selected artists and performers
- Prepares operating budgets for programs and projects, monitors, and approves expenditures and prepares management reports on fund expenditures
- Works with staff in researching and writing grant proposals for funding and in planning fundraising activities to solicit program funding
- Establishes resource networks and working relationships with public and private cultural organizations, individual artists, and the city's arts communities
- Oversees the preparation of promotional materials and the marketing of planned programs and events using social media to promote interest
- Develops performance standards, conducts employee performance evaluations, and ensures established work objectives and program standards are met
- Directs staff training and professional development activities
- Oversees organizational unit's administrative functions including budget, personnel, and management reporting activities

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree, plus five (5) years of administrative experience in the area of visual arts, performing arts, creative arts programming, grantmaking, or arts administration of which two (2) years are in a supervisory role related to the responsibilities of the position, **OR**
- Graduation from an accredited college or university with a Master's degree or higher, plus four (4) years of administrative experience in the area of visual arts, performing arts, creative arts programming, grantmaking, or arts administration of which two (2) years are in a supervisory role related to the responsibilities of the position

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanners)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *various arts disciplines including visual, performing, and creative arts (e.g. film, fashion)
- *arts programming and cultural arts standards and their application in developing and planning programs, exhibitions and events
- *current trends and standards in one or more arts programming areas or genre
- *City's performing arts community (e.g. performers, musicians, dance artists, arts professionals)

Moderate knowledge of:

- fundraising practices, and techniques
- private and public funding sources for applicable programs
- management and supervisory methods, practices, and procedures
- applicable computer software packages
- budget preparation and planning
- program planning and administration

Knowledge of applicable City and department ordinances, policies, procedures, and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- DEMONSTRATE ORIGINALITY - Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem

Other Work Requirements

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ANALYTICAL THINKING – Analyze information and use logic to address work of job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
November, 2011; June, 2022; April, 2025