

CITY OF CHATTANOOGA

Classification Specification Title: Senior Director of Arts, Culture, Creative Economy

Department: Parks & Outdoors

Pay Grade: GS.14

Supervision Received From: Admin. Parks & Outdoors

FLSA Status: Exempt

Supervisory Responsibility For: Public Art Collections Spec.

Established: 8/06/22

Revision Dates: 4/4/25;

10/18/24; 10/20/23

CLASSIFICATION SUMMARY:

The Senior Director of Arts, Culture, & the Creative Economy will design and implement a strategy that will grow and enhance the city's artistic, cultural, and creative sectors; improve and advance employment outcomes for artists and creatives; develop programs; lead and manage staff, including staff of Public Art Chattanooga; and coordinate City of Chattanooga-led initiatives related to the Arts, Culture, & the Creative Economy. The position is responsible for all Arts, Culture, & the Creative Economy initiatives.

SERIES LEVEL: This is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree and ten (10)+ years of experience in roles of growing scope, responsibility, and demonstrable results in arts administration, fine arts, art education, digital media, economic

development or a related field, including five (5) years at the management level; or any combination of equivalent experience and education.

Advanced degree in public administration, business administration, art, art administration, or a related field may be substituted on a year-for-year basis up to two (2) years of the required ten (10) years of experience as described above.

Experience developing and communicating a shared vision for community artistic and cultural challenges, needs, and opportunities.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

Knowledge and Skills: Ability to research and provide formal analyses and recommendations.

Ability to analyze data to evaluate effectiveness and make recommendations based upon insights.

Ability to understand both qualitative and quantitative aspects of data and performance measurement.

Works collaboratively and maintains positive inter-departmental partnerships.

Demonstrated capacity for innovation, self-motivation, self-learning and goal achievement.

Strong critical and creative thinking skills to assess and resolve problems or issues by gathering and assessing information and using independent, professional judgment.

Skilled in working with a variety of internal and external stakeholders.

Skill in effective written and oral communications that articulate complex information and issues clearly and simply.

Skilled in gaining insight from quantitative and qualitative data.

Knowledge of various best practices for extracting, transforming and loading of data from one system to another system.

Understanding of dataflow programming and transformations with ETL tools.

Knowledge of GIS and mapping concepts (geocoding and projections), including common commercial platforms, as well as open source platforms.

Knowledge of professional collection development principles, programming languages, creative problem solving, and open data concepts.

Experience working with Python/R scripting for custom data transformation.

Ability to work with web services API, and skill in using a computer and related software applications.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.