



# FAIR OAKS

## RECREATION & PARK DISTRICT

**JOB TITLE:** Arts and Entertainment Manager  
**DEPARTMENT:** Arts and Entertainment  
**REPORTS TO:** District Administrator  
**FLSA STATUS:** Exempt  
**SALARY RANGE:** \$5,665-\$7,230 monthly  
**APPROVAL DATE:** April 20, 2022  
**REVISION DATE:**

### POSITION SUMMARY:

Under the general supervision of the District Administrator, the Arts and Entertainment Manager manages the operations, activities and staff of the Arts and Entertainment Division of the Fair Oaks Recreation & Park District including but not limited to arts and entertainment programming and facility rentals. The position provides technical advice to other District staff related to arts and entertainment, and coordinates and cooperates with community contacts regarding programs and issues. The Manager is responsible for developing and administering budgets, policies, procedures and controls for the Arts and Entertainment division.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include, but are not limited to, the following items.

#### Arts & Entertainment

- Develops a plan to activate new District facilities in the Fair Oaks Village. The plan should outline new and exciting events, art exhibits, partnerships, etc. The plan should include partnership elements that involve community partners, merchants, local organizations, schools, non-profits, and private businesses.
- Plans, coordinates, and implements Arts & Entertainment Special Events, programs, exhibits, promotions; District-wide with a significant focus on the Village of Fair Oaks.
- Develops, implements, and evaluates new and ongoing Arts & Entertainment programming for youth, teens, adults, and seniors.
- Works with local artists to continue community-centric Arts & Entertainment programming and fine art exhibits in District facilities, partner facilities, and other Fair Oaks facilities, businesses, and organizations.
- Oversees daily operations and provides oversight and direction for both the front and back of the house regarding District and third-party productions.
- Manages all art exhibits and District art, both indoors and outdoors.
- Develops, directs, and promotes marketing plans for arts and entertainment programs and facilities.
- Oversees the integration of arts & entertainment components into District events.
- Maximize the use of District facilities and parks through District events and programs, as well as third party (partners, private, and non-profit) contracts.

- Manages, oversees, recommends, and leads the writing of grant applications related to arts & entertainment programs and projects. Manages assigned grants; ensures compliance with terms of assigned grants. Works with Finance Department liaison to monitor fiscal activities pertaining to grants.
- Assists with development of Master Plan; studies, reviews, and analyzes short range plans to ensure plan's progress; develops and implements goals/objectives and monitors progress in meeting established goals; recommends facility requirements based on number of programs/participants, anticipated community growth, and related factors.

### Community

- Develops partnerships, contracts, policies, procedures, sponsorships, and arts initiatives.
- Develops relationships with community partners and stakeholders that promote the success of both the District and the partner, while also respecting local traditions and partner missions.
- Coordinates Arts & Entertainment Division activities with other divisions, governmental agencies, and outside organizations as appropriate.
- Attends local partner meetings and events to promote Arts & Entertainment programs and events, in addition to building strong relationships with partners.

### Fiscal

- Develop and administer the division budget; research and determine program fees.
- Approves contracts for facility use; accepts usage fees and ensures proper accounting of funds.
- Outlines fiscal goals and objectives in the Annual Arts & Entertainment Plan.
- Provides regular reports on the Division budget.
- Develops fiscal goals for the Division using the District's Financial Support & Sustainability Strategy Policy (Cost Recovery).

### District Wide

- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload and staffing, identifies opportunities for improvement and coordinates the implementation of changes.
- Trains employees in work procedures, standards and safety practices, and reviews work in progress or upon completion for compliance with standards.
- Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies and recommends disciplinary action.
- Reviews and approves employee work schedules, overtime, vacation, sick leave, and timecards.
- Conducts regular staff and safety meetings.

- Participates in management meetings and works with managers and staff to resolve policy, procedural or operational issues.
- Prepares and maintains a variety of records, reports, and correspondence related to division activities.
- Attends and/or makes presentations to board meetings and other meetings as required.
- Receives and responds to public inquiries, requests for assistance and complaints regarding division projects and other District activities; explains, justifies, and defends division programs, policies, and activities; resolves sensitive and potentially controversial issues with the division.
- Interprets and applies provisions of policies, procedures, laws, rules and regulations related to division and staff matters.
- Develops policies, procedures, standards, and ordinances to ensure compliance with applicable laws and regulations.
- Performs other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES:**

Supervises Arts and Entertainment staff and instructors. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **MEASURES OF PERFORMANCE:**

The Art and Entertainment Manager shall be considered to be performing in an acceptable manner when the following have been accomplished:

1. **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
4. **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; reads and interprets written information.
5. **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Ability to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
6. **Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethics; Upholds organizational values.

7. **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
8. **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
9. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
10. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
11. **Dependability** - Follows instructions; Responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION AND/OR EXPERIENCE:**

A Bachelor's degree or higher from an accredited college or university in a field directly related to recreation administration, arts administration, leisure studies, or a closely related field and five or more years of increasingly responsible, recent experience in the development and administration of broad-based recreation and community programs, including two years of experience supervising full time and part time staff.

Must have knowledge of operational characteristics, services, and activities of art, entertainment, recreational, cultural and community service programs and understand the principles and practices of program development and administration. Must maintain current knowledge of recent developments and current sources of information related to recreational, cultural and community services programs.

#### **LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

#### **MATHEMATICAL SKILLS:**

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

California driver's license and proof of personal vehicle insurance are required.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should have knowledge of Adobe Acrobat, the Microsoft Office Suite of products. Knowledge of basic office equipment should include internet and email, copy and fax machines, postage meter, telephone and answering machine.

**PHYSICAL AND EMOTIONAL 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. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is regularly required to sit and frequently required to talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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. The noise level in the work environment is usually moderate to loud.

**APPLICATION DEADLINE:** Open Until Filled. First review round ends on June 17, 2022.

**INTERVIEWS:** Interviews will be scheduled through the HR Department.

**TO APPLY:** Applicants should apply via the link below and follow all outlined requirements. **LINK NEEDED**

**ASSIGNED RECRUITER:**

Jennifer Larkin, Administrative Services Manager/Human Resources  
916-966-1036 | [hr@forpd.org](mailto:hr@forpd.org)

**ACKNOWLEDGMENTS:**

I have reviewed and understand the above position guide and believe it to be accurate and complete. I also understand that the company retains the right to change this position guide at any time. I also understand that this job description is not a contract for work.

I certify that I possess all of the "Essential Requirements" of the job outlined herein, except as noted here: **(If none, so state)**:

I certify that I am fully capable of completing all of the responsibilities documented herein and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers.

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the company is "at will," for an unspecified duration, and may be terminated at any time by me or the company as specified by Section 2922 of the California Labor Code.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date