



City of Dallas

Assistant Director, Office of Arts and Culture

City of Dallas

Dallas, TX

The City of Dallas is seeking an Assistant Director to oversee business operations for the Office of Arts and Culture.

THE ORGANIZATION

The Office of Arts and Culture (OAC) is a division of the Dallas City Manager's Office and fosters support, partnerships, and opportunities for Dallas residents, visitors, artists, and arts and cultural organizations. OAC works to enhance the vitality of the city and the quality of life for all Dallas residents by creating an equitable environment wherein artists as well as arts and cultural organizations thrive; people of all ages enjoy opportunities for creative expression; and all celebrate the city's multicultural heritage.

OAC's vision is an equitable, diverse and connected community, whose residents and visitors thrive through meaningful arts and cultural experiences in every neighborhood across Dallas. To realize this vision, OAC supports a wide array of initiatives, including public art, a radio station, a calendar full of city-wide events, and grants to artists and arts and cultural organizations.

OAC is also the custodian of 19 city-owned cultural facilities, including the Bath House Cultural Center, The Majestic Theater, and the Moody Performance Hall.

THE POSITION

Reporting to the Director, the OAC Assistant Director develops and oversees projects and programs involving data analytics, performs extensive operation and budgetary reviews, recommends data driven operational changes to improve service delivery, ensures quality control of associated projects, and supervises and directs staff. The midpoint of the salary range of this position is \$142,693.

The Assistant Director routinely employs critical thinking skills to review, investigate, and recommend solutions and takes calculated risks (backed by solid business cases and best practices) in order to continually innovate.

Essential Functions

In alignment with the responsibilities of the position, the essential functions of the OAC Assistant Director include:

- Managing and coordinating research, development, and configuration requests and coordinating responses to the Director of Arts and Culture, City Manager, City Council, or other stakeholders to provide accurate and timely results and effective data solutions.
- Coordinating with partner departments, including Information Technology Services, Data Analytics and Business Intelligence, Communication Outreach and Marketing, Office of Equity and Inclusion, Dallas Public Libraries, Department of Park and Recreation, and others to maximize information and resources available to the department.
- Tracking, updating, and maintaining the department's performance measures and associated reporting, especially those related to the continued implementation and execution of the [Dallas Cultural Plan 2018](#) and the [Dallas Racial Equity Plan](#).
- Consulting and advising other divisions on operational problems and capital improvement needs, and providing specialized reports, plans and solutions.
- Overseeing and providing executive management in all hiring, work assignments, scheduling, performance evaluations, and other personnel actions to ensure productivity and quality standards are maintained; monitoring progress of service delivery elements through strategies and procedures to effectively utilize resources and services.
- Assisting with the development and monitoring of the department's operating and capital budgets; making recommendations to the Director to solve budget and funding issues and providing critical feedback for resource allocation; reviewing reports and making suggestions or changes based on recordable metrics.
- Managing and overseeing various new and renewal procurement processes and long-term facility agreements, renewals, and compliance as required by various operations in the department.
- Representing the department and the City as a member of various committees both internally and externally; representing the City at local, state, and national organizations and at professional activities to maintain the image of the City and to create public support for departmental programs.

Qualifications

The successful candidate for the position of OAC Assistant Director will be results oriented and have the ability to direct staff through creative and sound business practices while placing emphasis on the City's core values of service – Empathy, Ethics, Excellence, Engagement, and Equity.

The ideal candidate will possess a Bachelor's degree from an accredited college or university and at least seven (7) years of experience in senior-level management in business operations or public administration, or other related experience. A Master of Business Administration, or other advanced degree is highly desired.

The ideal candidate will also demonstrate the following knowledge and abilities:

- Knowledge of strategic planning and experience in long-range planning and managing plan implementation.
- Ability to oversee a large budget and make funding and allocation decisions to benefit cultural programs.
- Ability to manage and supervise a large team of staff supporting cultural programs, venues, and operational activities.
- Ability to support and facilitate the success of arts and cultural initiatives in the city, enhancing the quality of life for communities.

To Apply

The City of Dallas is partnering with PoliHire to identify its next Assistant Director for Arts and Culture. If you are interested in this position, please [click here](#) to submit a cover letter and resume. Please only include your name (Last, First) in the subject line when submitting these materials.