



JOB DESCRIPTION

Title: **CULTURAL PROGRAMS ADMINISTRATIVE ASSISTANT**

Department: Parks & Recreation

Class Code: 6872

FLSA Status: Non-Exempt

Effective Date: January 1, 2017 (Rev. 12/2017)

GENERAL PURPOSE

Under the direction of the Cultural Programs Manager, assists with professional duties consisting of, but not limited to planning, developing, coordinating, and implementing arts and heritage programs and events for the City of Murray.

EXAMPLE OF DUTIES

- *-- Assists Cultural Programs Manager to plan, coordinate, and implement community arts and heritage programs and events.
- Helps promote acquisitions, manage collection, cataloging, exhibits, tours and develops other public resources in the Murray City Museum.
- Assists with research and development of history related projects and publications.
- Assists with historic preservation administration, data base, and projects.
- *-- Assists with operations at the Murray Park Amphitheater and other community facilities including the Murray Museum.
- *-- Assists with financial responsibilities related to art and history administration including budget preparation, grant writing and reporting, and fundraising.
- *-- Assists with promotions including ticket sales, marketing, flyers, press releases, social media, and web site content.
- *-- Assists in soliciting volunteer support and scheduling.
- *-- Assists with other city programming including Fun Days and other events where needed.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in Arts or Museum/History Administration or a closely related field plus one (1) year professional experience in arts/history administration at a public or private agency or organization, or equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

Knowledge of:

- Philosophy, principles and practices of the role of the local arts and heritage programs and the presentation of arts performances and history events.
- Computer programs and software applications such as Word, Excel, Publisher, Power Point.
- Practices and procedures of marketing, social media, and public relations.
- Budget planning, development and control.
- Public agency grant administration.
- Principles and practices of fund raising.

Ability to:

- Plan, develop and administer activities for arts and heritage programs.
- Establish and maintain effective working relationships with members of the community, public and private organizations, boards and City personnel.
- Effectively communicate both orally and in writing.
- Develop additional funding sources outside of general fund.
- Keep accurate records and prepare comprehensive reports.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing software; phone; copy and fax machine; automobile.

PHYSICAL 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.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the 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.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

- The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.