



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: CULTURAL PROGRAM SUPERVISOR

DEFINITION: Under direction, supervises the Visual and Performing Arts Programs Sections in the Cultural Services Division of the Recreation and Human Services Department.

EXAMPLES OF DUTIES:

- Selects, trains, supervises, and evaluates assigned personnel;
- Schedules activities from various cultural disciplines;
- Coordinates all technical operations with the Cultural Services Program Operation Section;
- Prepares and presents oral and written reports;
- Conducts or assists with presentations to the Recreation Commission, City Council and local and State-wide art agencies;
- Promotes and coordinates maximum use of available program facility space;
- Participates in public relations activities to promote Cultural Services programs;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

A Bachelor's degree from an accredited college or university with major course work in fine arts, theatre arts, or closely related field; three years of experience directing Visual and Performing Arts programs; the skill to deal effectively with the public; the skill to effectively communicate orally and in writing; availability to work an irregular schedule, including nights, weekends and holidays; a valid California Driver's license.

Equivalent work experience may be substituted for the required education on a year-for-year basis.

HISTORY:

Approval/Adoption Dates: 06/11/81