



The City of Fort Collins, Colorado Invites Qualified Candidates to Apply for **DIRECTOR OF CULTURAL SERVICES**

Deadline

July 13, 2018

The Opportunity

The Director of Cultural Services Leads the Cultural Services Department and oversees the Lincoln Center, Fort Collins Museum of Discovery, Gardens on Spring Creek, Art in Public Places, Community Creative Center, and the Fort Fund granting program and supports the Cultural Resources Board. Develops and administers strategic direction and departmental policies and procedures consistent with objectives established for the Community Services service area. This position reports to an Assistant City Manager and has supervisory responsibilities over approximately 200 classified and hourly employees, including 5 direct reports.

The Cultural Services Department follows a Cultural Plan to ensure that arts and culture thrive in the community, add to Fort Collins excellent quality of life, help drive the local economy and tourism, and remain an integral part of Fort Collins' unique identity.





25 Best Towns Ever

Where to Live Now:
Outside Magazine, June 2017



Platinum Bicycle Friendly Community

League of American Bicyclists
2017

The Community

Incorporated in 1873, Fort Collins is nestled against the foothills of the Rocky Mountains alongside the banks of the Cache La Poudre River. At 5,000 feet in elevation, residents enjoy a moderate, four season climate, with an average of 300 days of sunshine per year. With 167,500 residents, Fort Collins is Colorado's fourth largest city and spans 57 square miles. At full build-out, the City of Fort Collins is expected to reach 255,000 residents. From its early days, as the military fort of Camp Collins, Fort Collins has transformed into a vibrant, healthy, university city with ample attractions and amenities. There are abundant outdoor recreation opportunities available to the many residents who enjoy healthy lifestyles. The nearby Horsetooth Reservoir is a key attraction, as is the Scenic Byway Poudre Canyon. Within the City, the Old Town district provides many venues for live music, shopping, dining, and nightlife. Fort Collins is renowned for its craft beer culture and is widely considered the Craft Beer Capital of Colorado. Fort Collins is home to Colorado State University. With a student enrollment of 32,000, the University significantly affects the composition and culture of Fort Collins. More than half of Fort Collins' residents are college graduates and the City has a strong appreciation for arts, culture, and entertainment. Citizens are educated and engaged in their local government with 52.5 percent of the population having a four-year college education. Various national organizations and magazines recognize Fort Collins as one of the best places to live in the nation.



Malcolm Baldrige
National Quality
Award Recipient
2017

The Organization

The City of Fort Collins is a home rule city with a Council- Manager form of government. The City Council is composed of six District Council Members who are elected for four-year terms and a Mayor who is elected at-large for a two-year term. All elected officials are non-partisan. The City Council appoints the City Manager, City Attorney, and the Municipal Judge. The City Manager has overall responsibility for all other City employees. The City of Fort Collins directly provides a full slate of municipal services including operating its own electric, water, wastewater, and stormwater utilities. Fire protection is provided by the Poudre Fire Authority (PFA). The City of Fort Collins operates with a biennial budget; the operating budget for 2017 is \$619.4 million and provides funding for municipal operations, including approximately 2,480 employees. The City of Fort Collins aspires to provide world-class services to the community while cultivating an outstanding organizational culture for its employees. In order to achieve its vision, both internal and external services are data-driven and implemented according to organizational values. The City develops resiliency and sustainability through organization-wide systems and processes that ensure consistent employee work practices and alignment across service areas. The City places a high value on citizen input and strives to include them as fellow problem solvers whenever possible. Residents can expect to receive exceptional service, have the opportunity to engage with decision-makers, provide input regarding the allocation of City resources, and have access to government information in a timely and transparent manner.



Various national organizations and magazines recognize Fort Collins as one of the best places to live in the nation.

- 25 Best Towns Ever: Where to Live Now: Outside Magazine – Jun 2017
- No. 1 Stable and Growing Housing Market: Realtor.com – Jun 2017
- No. 156 Best City for Summer Travel with Families: lendedu – Apr 2017
- No. 186 Best City for Staying in Shape: lendedu – Apr 2017
- 16th Best Place to Live: Livability.com – Mar 2017
- 11th Happiest City in America: Yahoo! Finance – Mar 2017
- Top 100 Best Cities to Start a Family: lendedu – Feb 2017
- No. 9 Top 150 Cities for Millennials Report: Millennial Personal Finance – Feb 2017
- No. 2 Best Cities for Small Business Owners: ValuePenguin – Feb 2017
- No. 17 Best Place to Buy a Forever Home: GoodCall – Jan 2017
- No. 8 Best-Performing City: Milken Institute – Dec 2016
- Runner Friendly Community: RoadRunners Club of America – Oct 2016
- No. 12 Best Midsize City in America for New College Graduates: – Aug 2016
- Best Recreational/Travel Map Design: Cartography and Geographic Information Society – Apr 2016
- No. 4 Happiest City in America: 24/7 Wall St. – Apr 2016
- No. 4 Community in Overall Well-Being, 2014–2015: Gallup Healthways – Feb 2016

The Opportunity

Position Title: Director of Cultural Services

Department: Cultural Services & Facilities

Benefit Category: Unclassified management
[view classifications & benefits](#)

Annual Salary Range: The City of Fort Collins is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out of area candidate.

Residency Requirement: This position is subject to residency requirements under the City's Charter (Article IV, Section 3), which require the incumbent to reside at the time of appointment and throughout employment in this classification within five (5) miles of the City limits as measured by a straight line connecting the parcel of property upon which the residence is situated to the nearest boundary line of the City limits and the Urban Growth Area/ Growth Management Area can be found on [FCMaps](#).

The Position: The Director of Cultural Services Leads the Cultural Services Department and oversees the Lincoln Center, Fort Collins Museum of Discovery, Gardens on Spring Creek, Art in Public Places, Community Creative Center, and the Fort Fund granting program and supports the Cultural Resources Board. Develops and administers strategic direction and departmental policies and procedures consistent with objectives established for the Community Services service area. This position reports to an Assistant City Manager and has supervisory responsibilities over approximately 200 classified and hourly employees, including 5 direct reports.

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Essential Duties and Responsibilities:

- Participates in formulating and administering Cultural Services, Community Services, and City policies and procedures and ensures departmental alignment.
- Develops and directs strategic and long-range planning goals and objectives for the Cultural Services department.
- Prepares and oversees the department's biennial budgeting for outcomes process based on the goals and growth objectives of the service area; reviews monthly financial reports to ensure budgets are on track.
- Reviews and analyzes programs, operations and associated costs forecasting, and departmental progress with regard to stated objectives and future needs.
- Hires, trains, supervise coaches and mentors cultural facility managers/directors in their operational and community engagement roles.
- Performs quarterly performance assessments of direct reports.
- Evaluates the results of overall operations and service levels and provides regular reports to the Service Area Director.
- Reviews major booking negotiations and signs off on contracts for performances at the Lincoln Center; may assist in bookings, attend booking conferences, as needed.
- Serves as staff liaison and supports, administers, and coordinates activities of the Cultural Resources Board, including the Fort Fund granting program.
- Ensures timely and accurate reporting to City for monthly operating reports, quarterly service area reviews, performance metrics, and leadership and citizen inquiries.
- Represents the City in matters relating to Cultural Services.

Supervisory Responsibilities: This position is responsible for the supervision of City employee(s).

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.

Qualifications: The requirements listed below are representative of the knowledge, skills, and abilities required to perform the necessary functions of this position.

Knowledge, Skills, And Abilities:

- Knowledge of arts, entertainment and cultural programming.
- Knowledge of practices and principles of business management.
- Knowledge of principles of finance and budget management.
- Ability to perform statistical analysis and basic math.
- Ability to prepare bid specifications.
- Contract negotiation skills.
- Ability to plan and organize effectively.
- Ability to develop and maintain effective working relationships with employees and citizens.

Education and Experience:

Bachelor's degree in Arts Facility Management, Fine Arts Administration, Business Administration, Public Administration or related field from an accredited college or university; six to eight years of related experience; or equivalent combination of education and experience.

Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations:

Valid driver's license

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.

While performing the duties of this job, the employee is regularly required to, sit; climb or balance; and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 10 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee would encounter while performing the essential functions of this job.

The Ideal Candidate: The ideal candidate should have a background in art, dance, music, entertainment, theater, or another creative venue. The ideal candidate should have knowledge and experience implementing a cultural policy and operating the arts as a business.

This individual must be a forward thinking, business minded leader who is actively involved in the community, exhibits strong coordination and has the ability to build relationships with public/private partnerships, non- profits, and college/universities.

The ideal candidate should have strong interpersonal skills, exceptional organizational and administrative skills, a collaborative working style, and a demonstrated knowledge of and passion for the arts. The successful candidate must have the capacity and interest to be an effective mentor and supportive leader for staff. Advanced written and oral communication skills will be imperative.

How to Apply: Interested applicants should forward cover letter and resume to:

resumes@affionpublic.com

Reference: FCDCS18

Affion Public
2120 Market Street, Suite 100
Camp Hill, PA 17011
888.321.4922
Fax: 717-214-2205
www.affionpublic.com



Delivering Leaders.

The City of Fort Collins is an Equal Opportunity Employer. Applicants are considered for positions for which they have applied without regard to race, religion, gender, age (40 years or older), national origin, color, creed, ancestry, marital status, sexual orientation, or other characteristics protected by law.

Background Check and Drug Test Required.

Note: Some information in your application may be public information under the Colorado Open Records Act.

