



## CULTURAL ARTS CENTER MANAGER

(This is a Non-exempt position under FLSA)

**Starting Salary: \$56,593 Annually**

**Closing Date: Friday, November 21, 2008**

The Parks and Recreation Department is seeking a responsible individual to promote, manage and administer the direction of a cultural arts center. The incumbent in this classification is responsible for planning, organizing, marketing, and directing the cultural arts programs and activities of a cultural arts center.

**REQUIREMENTS:**

Valid driver license from any state (equivalent to a State of Florida Class E). Bachelor's degree in Art, Art History, Public Administration, Business Administration or related field, five (5) years of experience in the administration, development or administration of a cultural arts program, two (2) years of which must have been in a supervisory capacity. **OR** An equivalent combination and training and experience beyond a high school diploma or its equivalent.

**DOCUMENTATION:**

All applicants must submit proof of education, training certificates and a copy of a valid driver license with the City of Miami application by the closing date. Applicants are encouraged to document their work experience in detail to avoid disqualification.

**NOTE# 1:**

**DRIVER LICENSE FROM ANY STATE MAY BE UTILIZED UPON APPLICATION; HOWEVER PRIOR TO APPOINTMENT A STATE OF FLORIDA DRIVER LICENSE (CLASS E OR HIGHER) WILL BE REQUIRED AND MUST BE MAINTAINED THROUGHOUT EMPLOYMENT. DRIVING RECORDS WILL BE CHECKED FOR VALIDITY PRIOR TO DETERMINING ELIGIBILITY.**

**NOTE# 2:**

IF CLAIMING VETERAN'S PREFERENCE, ALL FORMS DD-214, MUST BE SUBMITTED WITH APPLICATION. IN ADDITION TO THE FORM DD-214, APPLICANTS WHO HAVE BEEN AWARDED COMBAT CAMPAIGN/EXPEDITIONARY MEDALS THAT ARE NOT REFLECTED ON THE FORM DD-214 MUST SUBMIT SUPPLEMENTAL DOCUMENTS FROM THE DEPARTMENT OF DEFENSE THAT DEMONSTRATES POSSESSION OF A COMBAT CAMPAIGN/EXPEDITIONARY MEDAL BY THE CLOSING DATE, IF SEEKING VETERAN'S PREFERENCE POINTS. VETERAN'S PREFERENCE WILL BE AWARDED IN ACCORDANCE WITH F.S.S. 295.

**TOXICOLOGY:**

**PROSPECTIVE EMPLOYEES SHALL SUBMIT TO A TOXICOLOGY SCREEN AT THE PROSPECTIVE EMPLOYEE'S EXPENSE AT A COST OF \$30.00, THOUGH SUBJECT TO CHANGE. IF THE RESULTS ARE NEGATIVE, THE CITY WILL REIMBURSE APPLICANTS FOR COST OF THE SCREEN. IF THE RESULTS ARE POSITIVE, THE APPLICANT WILL ASSUME THE COST INCLUDING THAT OF ANY TEST CONFIRMATION.**

**SUBMIT CITY OF MIAMI APPLICATION FORM AND CREDENTIALS TO:**

**City of Miami Employment Office  
444 SW 2<sup>nd</sup> Avenue, Room 129  
Miami, FL 33130  
ATTENTION: Cultural Arts Center Manager**

To download an employment application form, and to obtain additional information regarding this or other current City of Miami vacancies, please access our website at: [www.miamigov.com](http://www.miamigov.com) or call our job hotline at (305) 416-2050.