



CITY OF CHELSEA, MA
Human Resources Department

City Hall, 500 Broadway, Room 301 · Chelsea, MA 02150
Phone: 617.466.4170 · Fax: 617.466.4175

**MANAGER OF ARTS, CULTURE & THE CREATIVE
ECONOMY**

*Executive Department/ Office of the City Manager
Pay Class/Grade 9*

Yearly Salary: \$62,964.00 – \$81,868.05

Union: USWA

SUMMARY STATEMENT OF DUTIES (FULL DESCRIPTION FOLLOWS)

The City Manager's Office of the City of Chelsea is seeking a dynamic, creative, and collaborative individual to join our team as the Manager of Arts, Culture, and the Creative Economy. The Manager of Arts, Culture, and the Creative Economy plans, develops, implements, and manages a comprehensive arts and culture program strategy for the City, and serves as a liaison between the City and the arts, cultural and creative community.

The Manager of Arts, Culture, and the Creative Economy reports directly to the Deputy City Manager for Operations. The Manager of Arts, Culture, and the Creative Economy Administrator works closely with the Civic Design Strategist, the Department of Housing and Community Development, the Chelsea Cultural Council, Chelsea Public Library, Chelsea Senior Center, the Massachusetts Cultural Council, the Chelsea Chamber of Commerce, local artists, and other community stakeholders to support and promote public art and a cultural climate within Chelsea.

QUALIFICATIONS:

Education

- Bachelor's Degree in Arts Administration, Fine Arts, Visual or Performing Arts, or related field.

Experience

- Five (5) years of experience, preferably related to creative industries.
- Experience in planning, programming and/or marketing arts and culture activities.
- Knowledge of current public art-related principles, practices, and procedures.
- Demonstrated success in grant writing.

To apply, email your application and/or resume to jobs@chelseama.gov or send to Human Resources, Room 301, City of Chelsea, 500 Broadway, Chelsea, MA 02150.

**To view all of our Job Openings, go to our website at www.chelseama.gov.
The City of Chelsea is an Equal Opportunity Employer.**

CITY of CHELSEA POSITION DESCRIPTION

TITLE: Manager of Arts and Culture
UNION: Steel Worker

DEPARTMENT: City Manager
Pay Class/Grade: 9

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ESSENTIAL FUNCTIONS AND DUTIES

- Oversee all strategy and programming related to public art and cultural activities and events for the City.
- Serve as the coordinator and facilitator for public arts and cultural initiatives within Chelsea.
- Serve as the staff position to the Chelsea Cultural Council, and in collaboration with the Chair is responsible for postings, agendas, minutes, and Chelsea Cultural Council strategy.
- Serve as a liaison and provides technical assistance to local community groups, and committees including, but not limited to, City and school departments, the Massachusetts Cultural Council, the Chelsea Cultural Council, private and non-profit art and cultural organizations and local artists.
- Coordinate and lead operations related to annual Heritage Grants process and grant process from the Massachusetts Cultural Council.
- Coordinate the grant making process, screens and processes grant applications in accordance with guidelines established by the Chelsea Cultural Council, and other private or public funding sources.
- Develops and implements City wide public art policies and procedures.
- Using the 2021-2025 Chelsea Cultural Master Plan as a guide, assesses short and long-range needs to develop strategic plans, timelines, and budgets for the enhancement of arts and culture programming as a key economic development opportunity.
- Conduct extensive community outreach efforts and develops methods and opportunities for community input and participation.
- Works with stakeholders to identify and scope opportunities, develop calls for artists, and manage the artist selection process; through selection to installation.
- Plans, coordinates, and promotes special events and initiatives. Specifically assist the Chelsea Cultural Council and the Civic Design Strategist to produce and facilitate events in Chelsea.

OTHER DUTIES & RESPONSIBILITIES

- Promote and engage the community to enhance public art. Plan for maintenance and upkeep of past and future public arts projects.
- Manages marketing and publicity for all cultural assets, including promotion on the City's website and social media pages. Specifically, manages the marketing of the Chelsea Cultural Council
- Represent the City of Chelsea at cultural and seasonal events, which may occur off regular hours, evenings, or on weekends.
- Work with local and regional business and art organizations to capitalize on all marketing and promotion opportunities for arts and culture within the City.
- Seek, prepare and coordinate grants to support arts and culture activities.
- Monitor compliance, reporting and all activities involving all contracts and grants awarded to the City for arts and culture initiatives.
- Participate in discussions and forums on arts and culture and related issues, prepare reports and make presentations to support and explain arts and culture goals, objectives, policies, strategies, and programs.
- Build relationships, create and seek partnership opportunities with non-profit organizations, schools, and other organizations and businesses.
- Other duties as assigned.

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Experience

- Five (5) years of experience, preferably related to creative industries.
- Experience in planning, programming and/or marketing arts and culture activities.
- Knowledge of current public art-related principles, practices, and procedures.
- Demonstrated success in grant writing.

Skills, Knowledge and Abilities

- Ability to attend events or meetings on nights and weekends.
- Ability to work independently with self-motivation.
- Ability to develop effective working relationships with diverse local, regional and elected stakeholders.
- Ability to communicate effectively both orally and in writing and make presentations before large groups.
- Experience in government or a non-profit organization is preferred.

SUPERVISION:

Supervision Received: Deputy City Manager for Operations

Supervision Exercised: None

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