

**CITY OF BLOOMINGTON
HUMAN RESOURCES DEPARTMENT
401 N MORTON STREET
BLOOMINGTON, IN 47404
812/349-3404
812/349-3446 FAX
HRMAIL@BLOOMINGTON.IN.GOV**

**RFT ASSISTANT DIRECTOR FOR THE ARTS
ECONOMIC AND SUSTAINABLE DEVELOPMENT DEPARTMENT**

POSITION DESCRIPTION

The incumbent plans, directs and coordinates a broad range of public art, cultural activities, and community events in the Department of Economic and Sustainable Development. Activities include the development and implementation of the Bloomington Entertainment and Arts District (BEAD). Monitors current art, market and economic trends in the industry. Engages in ongoing outreach efforts to the arts and entertainment communities. Works with Director and Communications Director to develop market communications, based on policies and practices, to foster reputation of Bloomington as an arts destination, with focus on the City's sustainable development approach, encouraging community and stakeholder collaboration. This includes directing the digital media presence for BEAD. Manages departmental webpage and BEAD website.

EDUCATION

Bachelor's Degree or equivalent an accredited college or university with major course work in art, fine arts, business administration, public administration, tourism, or related field; or a combination of education and experience to provide the required knowledge and abilities to successfully provide the essential functions of the position.

TRAINING/SKILLS

Adobe Photoshop and Illustrator experience preferred. Must be able to learn and utilize City's GIS system.

EXPERIENCE

Experience with curating and mounting art exhibitions, staff and volunteer management, planning and implementing events, and strategic organizational and initiative direction and management highly desired.

LICENSE/OTHER REQUIREMENTS

Operator Driver's License. Ability to present works of art for public exhibitions which may require lifting of materials up to 50 pounds, and occasional use of a ladder.

HOURS

8:00am – 5:00pm, Monday – Friday; frequent nights and weekends required to complete job responsibilities.

SALARY

\$50,000 - \$55,000

ANYONE WISHING TO APPLY FOR THIS POSITION MAY DO SO BY FAX, EMAIL OR AT CITY HALL, HUMAN RESOURCES DEPARTMENT, 401 N MORTON STREET, SUITE 230 ON OR BEFORE FRIDAY, FEBRUARY 5, 2016 BY 5:00 PM.

**AN EQUAL OPPORTUNITY EMPLOYER
La Igualdad De Oportunidades De Empleo Es La Ley.**

The City of Bloomington does not discriminate on the basis of race, color, sex, ancestry, marital status, sexual orientation, gender identity, national origin, citizenship status, religion, age, veteran status, housing status and disability status in employment or the provision of services.