



CLASS TITLE | DIRECTOR, OFFICE OF PUBLIC ART AND COMMUNITY PARTNERSHIPS

PAY GRADE: EX-52 | www.cityoftulsa.org/pay

Effective Date: 03/05/2025

CLASS CODE: 1291

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for creating and sustaining programs that promote public art, fostering collaborative partnerships with local art organizations, artists, and community groups to ensure that the city's arts policies align with broader municipal goals for community engagement and inclusivity; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Leads the Office of Public Art and Community Partnerships, providing vision, direction, and oversight for public arts programs and community engagement initiatives
- Develops and implements a comprehensive Creative Arts Master Plan for public art projects, community partnerships, inclusive economic development, and cultural programming that reflects the city's values and priorities
- Directly, or in collaboration with other city departments, oversees the planning, installation, and maintenance of public art projects throughout the city, ensuring projects are inclusive, accessible, and reflect Tulsa's diversity
- Collaborates with local artists, arts organizations, community groups, and other city departments to create opportunities for public art installations, festivals, and events
- As assigned, may manage staff in the Office of Public Art and Community Partnerships, as well as interns, fellows, and/or artists-in-residence
- Builds and nurtures strong relationships with local community groups, nonprofit organizations, schools, cultural institutions, and other stakeholders to identify opportunities for collaboration and collective impact
- Facilitates neighborhood-based art initiatives that creatively engage residents and reflect the needs and assets within Tulsa's diverse communities
- Organizes and leads community meetings, workshops, and outreach to engage Tulsans around art, culture, and community development
- Develops policies and guidelines for public art that align with local government goals and grow resources for public art
- Advocates for the inclusion of public arts in city planning, economic development, and tourism initiatives
- Monitors national and regional trends in public art and community engagement to ensure the city's programs remain innovative and impactful
- Develops a strategy to increase the city's public and private resources available for public art, including fundraising and seeking grants or other funding opportunities for public art initiatives and maintenance of public art
- Oversees various grants, such as Vision Arts, and ensures proper fiscal management
- Supports the development of sponsorships and partnerships for arts and culture initiatives



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- Develops performance measures to evaluate the impact of public art programming and community partnerships
 - Provides regular updates and reports to city leadership, City Council, the Deputy Mayor, and other stakeholders on progress, outcomes, and financial status of public art and community initiatives
 - Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of one hundred and twenty (120) hours from an accredited college or university in Arts Administration, Public Administration, Cultural Studies, or a related field, master's degree *preferred*; **and,**
- (b) Eight (8) years of experience in arts management, public administration, or community engagement; **including,**
- (c) Three (3) years of experience in a leadership role

Knowledge, Abilities and Skills:

Knowledge of:

- Public art programs, cultural development, and community partnership models
- Municipal government processes and an understanding of the challenges and opportunities in managing public art initiatives
- Local, state, and federal grant opportunities for public art programs
- Comprehensive knowledge of project management methodology and best practices

Ability to:

- Manage budgets and secure funding
- Work effectively with elected officials, city leaders, and community organizations
- Manage multiple initiatives simultaneously

Skill in:

- Working with diverse community groups and building collaborative relationships with local stakeholders
- Excellent written and verbal communication



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- Creating and giving presentations
- Public speaking
- Staffing, planning, and people management

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 5 pounds; may be subject to walking, standing, repetitive motions, sitting and reaching; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may require driving personal automobile for local and out-of-state traveling. Requires significant time working with districts outside of the office both during and outside of normal work hours. May be exposed to loud or disruptive people; and may be required to attend meetings and other events throughout the City.

EEO Code: E-02

Group: Clerical and Administrative

Series: Urban Development