

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Karin Wolf

Work Phone: 608.261.9134

2. Class Title (i.e. payroll title):

Arts and Culture Administrator

3. Working Title (if any):

(same)

4. Name & Class of First-Line Supervisor:

William A. Fruhling, Principal Planner

Work Phone: 608.267.8736 (Work Cell Phone: 608.217.4199)

5. Department, Division & Section:

Department of Planning + Community + Economic Development

Planning Division

Neighborhood Planning, Preservation + Design Section

6. Work Address:

215 Martin Luther King, Jr. Blvd.; Suite 017  
PO Box 2985  
Madison WI 53701-2985

7. Hours/Week: 37.5

Start time: 8:00 am      End time: 4:30 pm

8. Date of hire in this position:

10/16/2006

9. From approximately what date has employee performed the work currently assigned:

Because the responsibilities of this position have steadily increased in the 15 years since Karin was hired (and the current PD was written), it is not possible to identify a specific date. However, since the current position description was established in 2006, the Common Council has adopted major policy documents (including the Cultural Plan (2013), Equity in Music and Entertainment Report (2018), Percent for Art Ordinance (2020)) and programs (including the Poet Laureate Program (2011), Madison Music City (2011), Any Given Child Partnership (2013)). Each of these have expanded the role of this position as the person responsible for implmeneting these initiatives, with minimal additional staffing. This is not expected to change and, in fact, the expectations of this position are likely to continue to expand.

10. Position Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)

This position is directly responsible for implementing a number of policies and activities established by the Mayor and Common Council. This includes directives from adopted plans such as the Comprehensive Plan, Cultural Plan, Public Art Framework, Equity in Music and Entertainment Report, and others. This position also supports other functions of the Department of Planning and Community and Economic Development, such as using art and artists to connect with underrepresented communities and taking a design approach to neighborhood and other plans shaping the future of the city.

11. Position Summary:

This is a highly specialized position that serves as the City's foremost expert for arts and culture matters. It is responsible for advanced-level professional work directing the City's arts and culture program within the Department of Planning and Community and Economic Development. The position is characterized by a very high degree of independent decision-making performed with limited supervision. It is responsible for guiding the work of the Madison Arts Commission, and its three standing committees, as well as staffing various ad-hoc committees. This position is also responsible for identifying and resourcefully coordinating disparate resources to implement projects that are often controversial and highly visible. A significant portion of the work of this position involves the implementation of complex public art projects from beginning to end. It requires the ability to work effectively with artists, citizen, business, and philanthropy groups, and City boards and commissions. This position works directly with the Mayor and alders. The position also relies on working effectively with staff from other City departments and agencies on an on-going basis to coordinate the development and implementation of policies, projects, and activities, including leading and directing professional, technical and clerical staff and interns. This position requires a thorough understanding of how to effectively engage with diverse and multicultural community members and stakeholders.

12. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 40% A. Coordinate and Manage Public Art Installations and Collections, including Percent for Art, by administering the staff and resources to support an effective and engaged Public Art Program.
1. Work with artists, policymakers, City staff, the public and other stakeholder groups in selecting and implementing public art projects of various scales.
  2. Establish and follow policies and practices in acquiring work and decommissioning work in fair and equitable ways.
  3. Meet with stakeholders to determine project objectives and values, draft requests for qualifications, promote opportunity widely, run selection processes, and negotiate scope, draft contracts.
  4. Provide project management to help keep projects on time and on budget.
  5. Increase community investment in and responsibility for public art through educational programming, conservation, and celebration of the City's public art collection.
- 30% B. Manage and Oversee the City's Arts Programs Portfolio
1. Staff the Madison Arts Commission, its three standing subcommittees and other committees and commissions related to arts and culture and support them in their role of evaluating the performance of over \$2,000,000 in City arts contracts.
  2. Manage Madison Art Commission's Annual Grant Program, Blink Temporary Public Art Program, and Municipal Building Exhibition Space either through independent efforts or by directing other staff or interns to publicize programs, solicit and coordinate applications, facilitate commission and Common Council approval, complete contracts, coordinate installations, and provide oversight to grantees to ensure project completion.
  3. Run an equitable selection process to identify a Poet Laureate, provide support for the efforts of the City's Poet Laureate.
  4. Lead efforts to sustain and strengthen Madison's music infrastructure, Madison's arts education system, and other significant sectors of our arts and culture ecosystem.
  5. Initiate, create, and manage projects and programs, coordinating and cooperating across multiple City agencies that are responsive to shifting civic goals, realities, and emerging situations.

- 10% C. Direct the administration of Madison Arts, formulating and implementing policy, providing leadership for program and strategy development related to arts and culture across the City of Madison.
  - 1. Provide technical assistance and consultation to Department and Division Heads, the Mayor's Office, and the Common Council in all areas related to arts administration and cultural strategy.
  - 2. Support staff across City departments in projects and programming related to arts and culture.
  - 3. Develop, continually update and manage implementation of the Cultural Plan as well as other plans related to arts and culture.
  - 4. Research and help define national best practices in the field of arts and culture and inspire local policy makers and influencers to enact those high standards.
  - 5. Support changes to City ordinances, regulations and practices that make the Madison arts community more equitable, impactful, sustainable and efficient.
  
- 10% D. Cultivate partnerships with community groups, artists, cultural influencers, and residents.
  - 1. Establish and build relationships with a broad set of internal and external stakeholders, including nonprofit, private, and public sector organizations.
  - 2. Provide resources and expertise to ensure best practices, protecting the integrity of Madison's arts sector.
  - 3. Represent the City Arts Program in the Madison community, serving on relevant task forces, conducting public presentations, and coordinating large-scale conferences and cultural events.
  - 4. Represent the City Arts Program regionally and nationally, sharing our model programs and ensuring recognition for our innovative methodologies by writing and presenting information at professional conferences and via professional journals.
  - 5. Encourage collective impact efforts to strengthen the cultural sector in our region.
  
- 10% E. Expand the profile, presence, and accessibility of community artists and of arts and culture in Madison.
  - 1. Provide inspiration, vision and leadership necessary to inspire cultural changes in Madison to increase access and equity in the arts for audiences and makers.
  - 2. Create and implement broad communication strategies for the City arts program as well as amplifying efforts and voices of the community's cultural arts scene.
  - 3. Identify grant and other funding opportunities for the City as well as for area artists and arts organizations.
  - 4. Leverage public funding to secure additional resources, private, and public funding for City initiatives and the arts sector as a whole.
  - 5. Initiate and produce opportunities for the arts community to express themselves, receive necessary professional development, learn from a wide variety of perspectives, and connect with a global network of creative sector professionals.

13. Primary knowledge, skills and abilities required:

- a. A high level of ability to establish and maintain effective and collaborative relationships within a diverse array of artists, arts organizations, funders that is critical to achieving the mission of the program.
- b. Thorough and current knowledge of best practices in the art and culture fields.
- c. Ability to independently and effectively represent the City on a variety of local and state organizations.
- d. Ability to function at a high level under stressful conditions to advance controversial, highly-visible projects.
- e. Ability to be the voice/face of the City in a variety of media and to foster positive media relationships for proactive messaging.
- f. Ability to work with the Mayor and alders to build coalitions and overcome budgetary and political barriers to achieving important projects.
- g. Though understanding of the dynamics of various underrepresented communities in Madison and the ability to effectively work with each to ensure that they are engaged and represented in art and culture projects and activities.
- h. The ability to use various art forms to foster inclusive community dialog over often-divisive issues.

- i. Knowledge, abilities and skill in the creative process from problem definition to the formulation of concept plans or solutions, to the implementation.
- j. Ability to independently scope, analyze, and manage the implementation of a wide variety of often ill-defined projects.
- k. Ability to supervise professional Planning Division staff (planners and administrative); interns and hourly employees; and consultants and contractors hired by the City in the development and implementation of art and culture projects.
- l. Ability to direct and manage staff from multiple agencies, even though there is not a formal direct reporting structure.
- m. Ability to exercise a very high level of judgment and discretion in completing independent projects.
- n. Thorough knowledge of and ability to use computer software applicable to the duties of the position.
- o. Thorough knowledge of applicable local, state and federal laws, policies, and processes.
- p. A high level of ability to communicate effectively both orally and in writing and to prepare and present materials.
- q. Ability to manage work within allocated budgets and timeframes.
- r. Ability to adapt to changing priorities within the Planning Division and citywide.
- s. Ability to maintain adequate attendance.

Special Requirements

- a. Ability to meet the transportation requirements of the position.
- b. Ability to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends. Employees can flex schedules in order to accommodate these meetings as work permits.

Training and Experience:

A minimum of five years of progressively responsible professional experience managing, coordinating and/or providing staff support to multi-faceted arts and culture programming and funding activities. A portion of such experience would normally be gained after graduation from a college or university with a degree in Arts Management/Administration, Business/Public Administration, Journalism, Arts Education, or a related field. Other combinations of training and/or experience, which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also, be considered.

14. Special tools and equipment required:

None.

15. Required licenses and/or registration:

None.

16. Physical requirements:

Good health and the ability to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.

17. Supervision received (level and type):

This position receives assignments and general supervision from the Principal Planner.

18. Leadership Responsibilities:

This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

19. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

20. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting [cityofmadison.com/employeeenet/policies-procedures/position-descriptions](http://cityofmadison.com/employeeenet/policies-procedures/position-descriptions).