



City of Doral, FL Classification Description

Classification Title: Cultural Arts Facilities Administrator
Department: Parks & Recreation
Pay Grade: 116
FLSA Status: Exempt

GENERAL STATEMENT OF JOB

This position is responsible for planning, administering, developing, organizing, budgeting, and evaluating the operations of the City's cultural facilities and related events, programs, and activations. Responsibilities include direct oversight of the Doral Cultural Arts Center, Doral Amphitheater, public art installations, festive holiday displays, cultural amenities, and rentable assets used for public and private events. The position also provides supervision and direction to assigned employees.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Oversees the management and daily operations of the Doral Cultural Arts Center, Doral Amphitheater, event rental amenities, and public art, including staffing, programming, maintenance, and operations.
- Oversees the City's operator management agreement for the Doral Amphitheater.
- Assists with the implementation of capital improvement projects for cultural facilities.
- Oversees procurement of supplies, equipment, and resources related to facility management and event production of cultural events, programs, and activations at the Doral Cultural Arts Center and other cultural amenities.
- Develops and coordinates a flexible, diverse calendar of cultural events that align with organizational goals and community interests.
- Coordinates and implements cultural events including planning, negotiating vendor terms, and arranging logistics such as food, beverages, entertainment, publicity, supplies, room scheduling, registration, and audio-visual needs.
- Oversees the development, procurement, and implementation of public art installations, festive holiday displays, and related activations.
- Researches, solicits, and prepares requests for proposals or quotes; analyzes bids and recommends vendors.
- Develops operating budgets and capital improvement plans for cultural facilities, public art installations, and rentable assets.

- Develops operating procedures, business plans, use agreements, and rental packages for assigned facilities.
- Coordinates, assigns, and supervises the work activities of employees and volunteers for events.
- Supervises assigned personnel including hiring, assignments, discipline, grievance resolution, and formal performance evaluations.
- Plans and implements safety and emergency procedures for all events and activities and recommends improvements as necessary.
- Serves as a liaison with City departments, local businesses, vendors, contractors, and members of the public in the management of cultural events, public art, and facilities.
- Performs other related job duties as assigned.

Additional Duties:

- Performs other related job duties as assigned.

MINIMUM EDUCATION AND TRAINING

- Must possess Bachelor's Degree in arts administration, public administration, event management, hospitality management, or a related field;
- Five (5) years of experience in cultural facility operations, event/program management, public art administration, or a closely related area; or an equivalent combination of education and experience.
- Must possess a valid driver license with an acceptable driving record.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Knowledge of principles and practices related to cultural facility operations, event management, and public art administration.
- Knowledge of budgeting, procurement, and contract administration procedures.
- Knowledge of safety standards, emergency preparedness requirements, and risk-mitigation practices for public events.
- Skill in planning, organizing, and coordinating cultural programs, events, and facility activities.
- Skill in interpreting and applying policies, procedures, rules, and regulations.
- Ability to supervise, train, and evaluate the work of employees and volunteers.
- Ability to establish and maintain effective working relationships with City staff, vendors, contractors, community partners, and the public.
- Ability to communicate clearly and effectively, both verbally and in writing.

- Ability to manage multiple projects simultaneously and meet deadlines in a fast-paced environment.
- Must be fluent in spoken and written English. Ability to communicate in Spanish is a plus.

Physical Requirements:

- The work is classified as light work, which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Duties require frequent standing, walking, reaching, handling, fingering, grasping, and repetitive motion. The position also requires occasional climbing, kneeling, stooping, crouching, and balancing when accessing equipment, storage areas, or event spaces. Visual acuity is required for preparing and reviewing documents, operating a computer, and making general observations of facilities and event setups. The position requires the ability to communicate clearly, hear at normal speaking levels, and maintain the mental acuity necessary for decision making.

Work Environment:

- Work is performed in both office and event environments. Office work involves regular exposure to computer screens and typical business equipment. Event and facility work may involve exposure to outdoor weather conditions, noise, crowds, and varying lighting levels. The position may require occasional evening, weekend, and holiday hours to support cultural programs and special events.