



City of Henderson

CULTURAL ARTS AND EVENTS SUPERVISOR

CLASS CODE	001530	SALARY	\$2,488.81 - \$3,794.88 Biweekly \$64,708.98 - \$98,666.80 Annually
ESTABLISHED DATE	August 20, 2025	REVISION DATE	August 27, 2025

PURPOSE

Under general supervision, organizes and oversees all aspects of planning, curation and execution of the department's Cultural Arts and special events programs, including signature events, arts education, performing arts series, literary arts, and other civic and cultural events; prepares and manages associated budgets, business and staffing plans and reports; and performs related duties as assigned.

ESSENTIAL FUNCTIONS

- Organizes, schedules, and executes cultural arts programs, large-scale special events, and festivals, including coordinating logistics, securing services (medical, police, etc.), assisting with event setup and breakdown including transportation, installation, and clean-up of sound equipment, tents, and event supplies and facilities, programming interactive and atmospheric event components, and working with various stakeholders such as talent, vendors, sponsors, and volunteers
- Manages event budgets, prepares financial reports, solicits sponsorships, processes payments and invoices, and monitors revenue generated through ticket sales, program registrations, vendor fees, and other related services; prepares budget recommendations for staffing, equipment, and supplies
- Supervises and coordinates the daily activities of parks and recreation staff, volunteers, and contracted personnel; plans, organizes, reviews, and evaluates staff workload and assignments; coordinates and schedules staff, vehicles, and equipment; ensures safety standards and requirements are followed; provides leadership, training, direction, and coaching
- Ensures that events, programs, and facilities comply with all relevant laws, ordinances, and safety standards, including conducting site inspections, overseeing maintenance, and responding to safety concerns or incidents; prepares and maintains necessary documentation for reporting and compliance purposes
- May represent the department to other city departments, community groups, elected officials, and external organizations in the absence of the Manager

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university with major coursework in arts administration, event management, or a closely related field
- Three (3) years of full-time supervisory experience in cultural arts, arts education, festival management, the special events industry, and/or public programs.

- Note: An equivalent combination of related education, experience, and training may be considered
- Possess and maintain a valid Nevada or "border state" driver's license, as defined by NRS 483
- Will be required to obtain and maintain various licenses and certifications within three (3) to six (6) months of hire based on assigned program area such as, but not limited to First Aid and CPR,
- Must obtain and maintain the appropriate OSHA card as defined by the Nevada Revised Statute (NRS 618.950) if applicable
- All required licenses and certificates, as mandated by State and Federal Laws or as required herein, must be obtained, and maintained at the incumbents' expense
- Desirable: Certified Festival & Events Executive (CFEE), Certified Park and Recreation Professional (CPRP), Certified Park and Recreation Executive (CPRE)
- Desirable: Master's degree in arts administration, event management, or related field

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the trends, principles, practices, and techniques of event and program planning in the cultural arts and events field, including budgeting, purchasing procedures, data management and analysis, and project management; understanding of the rules, regulations, policies, and operating procedures of the Parks and Recreation Department and Cultural Arts & Events Sections, including state and local health code regulations, safety laws, ordinances, and the conduct of municipal recreational venues; expertise in artist booking and management, customer service, venue rental, contract preparation and review, and facility/equipment scheduling; familiarity with identifying community event needs and maintaining safety in operations; supervisory and leadership principles, practices, and procedures
- Skill in interpreting and applying City and department policies and procedures; effectively managing operations, supervising staff, and delegating tasks and authority; promoting and enforcing safe work practices; assessing and prioritizing multiple tasks, projects and demands; using office equipment, computers, and software programs for written communications, data analysis and presentations; operating computer hardware and software programs such as Microsoft Outlook, Word, Excel, PowerPoint, and internet search engines
- Ability to support the planning, execution, and evaluation of cultural arts programs in alignment with City and departmental goals; contribute to the development of cost-effective operating procedures and offer informed recommendations to aid management in decision-making; coordinate, direct, and evaluate the work of assigned staff, ensuring quality and efficiency while supporting the broader vision set by City and department leadership; exercise initiative and sound judgment to assess complex issues, assist in making critical decisions, and meet deadlines within established procedural guidelines; communicate effectively both verbally and in writing; prepare and present clear, concise, and accurate reports to management and stakeholders; resolve conflicts constructively and enforce policies with professionalism, tact, and impartiality; understand and interpret community needs, promoting best practices in event programming that align with organizational priorities; maintain positive working relationships across teams, communicate policies clearly, and implement complex written and verbal instructions

ADDITIONAL INFORMATION

- FLSA Status: Exempt
- Wage Assignment: Pay Band 2
- Supervisory Classification: Yes
- EEO 4 Category: Professionals
- Uniform Classification: No

- Work will require travel to various City properties, venues, and event locations throughout the metropolitan area using a City vehicle.
- The incumbent will be required to work an alternative or flexible work schedule, outside of normal business hours, which may include evenings, weekends, holidays, and/or extended hours

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- [For work environment and physical requirements click here](#)

Other Class Spec Title 2

This description is intended to indicate the essential functions and levels of work difficulty of the position and is not intended to describe in detail all of the position's specific duties and responsibilities nor exclude other duties of similar level or difficulty. Additionally, it is not intended to limit management's rights to assign, direct, and control the work of employees under their supervision.