



# CITY OF KYLE

An Equal Opportunity Employer

## POSITION DESCRIPTION

**#TeamKyle Core Values: *Knowledge*, *Yes-Attitude*, *Leading Edge* and *Employee Accountability***

---

---

Position: *Arts & Cultural Commission*

---

---

### GENERAL STATEMENT:

The City of Kyle Arts & Cultural Commission (herein referenced as the “Commission”) established by [Sec. 2-114 of the City of Kyle Code of Ordinances](#) is appointed by the Kyle City Council (herein referenced as “City Council”). The Commission shall serve in an advisory capacity to the City Council on matters relating to arts activities and events and projects that will benefit the residents of the City of Kyle (herein referenced as the “City”) and achieve the “Gold Standard” set by City Council. The Commission shall advise City Council in all art-related matters, including long range planning, and allocations process regarding the use of any funds or funding available from private and/or public sources that will benefit local arts activity, project or organization serving the residents of the City.

### ROLES AND RESPONSIBILITIES:

It will be the goal and responsibility of the Commission to:

- Promote the development and utilization of a Public Arts Program for the City.
- Provide recommendations to City Council for the display of permanent and temporary art displays in and around the city.
- Provide recommendations to City Council for the enactment of cultural programs.
- Increase the understanding and enjoyment of art by Kyle residents and visitors.
- Encourage the collaboration between artists, architects, engineers, businesses, non-profit organizations, and City of Kyle Staff.
- Encourage and support arts education and art in institutions in and around the city.
- Encourage the continuing development of the City’s cultural infrastructure and its support facilities.
- Encourage participation by community and business organizations.

### **Must exemplify the Team Kyle Core Values as a Volunteer by:**

- **Knowledge** – Knowledgeable in all aspects of job and City operations; maintains high quality of work; follows health and safety guidelines.
- **Yes-Attitude** – Demonstrates superior customer service; treats other employees and citizens with kindness; promotes goodwill; solves conflict with tact.
- **Leading Edge** – Continually looking for areas to improve upon; decisive and adaptive; supports

new ideas; a driver for change. Innovative

➤ **Employee Accountability** -Actively seeks and gives performance feedback in order to determine developmental opportunities; uses feedback as an opportunity for continuous improvement.

## **COMMISSION TERMS:**

Officers. At the first meeting of the board after annual term vacancies are filled, the board shall meet and elect one member as chairperson, one as vice chairperson, and another as secretary. (a) Each officer shall serve for one year and thereafter until their successor is selected and the board completes a determination of their qualifications for the position. (b) Officers shall perform the duties prescribed by the board. (c) No member shall serve as an officer more than two consecutive terms.

Term of office. The members of the arts and cultural commission shall be appointed by majority vote of the city council for a term of two years. The members of the commission shall be identified by place numbers one through seven. Members initially appointed to odd numbered places will expire on September 30, 2023 and those initially appointed to even numbered places will expire September 30, 2024. As such, a simple majority of the members being appointed to a two-year term beginning October 1 in every odd-numbered year shall expire on September 30 of odd-numbered years and the remaining members being appointed to a two-year term beginning October 1 in every even-numbered year shall expire on September 30 of even numbered years.

## **BOARD MEMBER QUALIFICATIONS:**

In determining the criteria for appointment to the Commission, City Council shall consider qualified individuals who have shown an interest in the arts activities of the City and a passion for advancing the arts and culture of the City. An individual shall not be eligible for appointment to a board or commission unless the individual meets the following qualifications on the day prior to the date of appointment: (1) be at least 18 years of age; (2) be a citizen of the United States; (3) have been a resident of the State of Texas for at least 6 consecutive months; (4) and not be delinquent on any indebtedness to the city. An appointee may not be a city employee. The business appointee shall own or be employed in a business within the city limits or extraterritorial jurisdiction of the City. Seats 1-4 demonstrate a knowledge and passion in one of the following areas and professional fields: literature, visual arts, graphic arts, plastic arts, decorative arts, architecture or urban planning, and performing arts); Seats 5-6 are citizen community representatives; and Seat 7 is a business community representative. Specific residency requirements to serve on each board and commission must be contained in the board or commission bylaws and shall be approved by the city council. If any appointee ceases to possess any of these qualifications, such position to which the appointee was appointed shall, upon such fact being determined by the council, immediately become vacant.

## **VISION STATEMENT:**

The Kyle Arts & Cultural Commission imagines a Kyle where power of art is vital to strengthening neighborhoods, enhancing economic development, and fostering positive social change. We believe the arts create inspiring personal experiences, illuminates the human condition, and suggest meaningful ways to engage with each other and the world around us. We envision a vibrant Kyle where creativity, prosperity and progress work hand in hand.

## **MISSION STATEMENT:**

It is the mission of the Kyle Arts & Cultural Commission to advise the City Council of the needs of the artistic and cultural community; to promote the City's history, diverse culture and sense of place; to encourage and promote arts programs and events that engage community members and local businesses to build a flourishing and vibrant arts and cultural environment; to provide advice to artists and cultural organizations by sponsoring events, programs, and to advise the City Council with respect to possible sources of funding.

## **EQUITY AND INCLUSION STATEMENT:**

The Kyle Arts & Cultural Commission respects and honors the dignity and value of every human being. We aspire to be a diverse, equitable, and inclusive community in which all people are valued and respected. Equity and inclusion requires that we focus on the diversity within our community and develop effective strategies to move all of us towards an equitable future.

## **VALUES STATEMENT:**

- Cultural equity and access to high quality arts experience for all
- Utilize arts as a system for positive social change and prosperity
- Recognize art and artists as an integral part to making Kyle a city where people want to live, work and play
- Responsiveness to community needs
- Collaboration and partnerships
- Accountability and data-driven decision-making

## **ATTENDANCE:**

Unexcused Absences - If a member of a board is absent for three regular consecutive meetings, the regular member office will be considered vacant unless the member is sick or has first obtained a leave of absence from the majority of the Commission members present at a regular meeting. The Commission shall decide whether the member qualifies for three consecutive unexcused absences.