



Director of Cultural Services

CITY OF LOUISVILLE, COLORADO



Director of Cultural Services

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COMPENSATION

The expected hiring range is **\$151,694–\$182,041**, depending on qualifications, with a competitive benefits package.

EDUCATION & EXPERIENCE

Completion of a Master's degree in Library Science or Public Administration, plus a minimum of seven (7) years of progressively responsible experience in professional municipal or public library service, including five (5) years of supervisory and/or management experience or comparable experience.

FACILITIES

Louisville Public Library
951 Spruce Street

Louisville Historical Museum
1001 Main Street

Louisville Center for the Arts
801 Grant Avenue

Steinbaugh Pavilion
824 Front Street

Superior Self-Serve Library Lockers
1500 Coalton Road, Superior

QUESTIONS?

Please direct any questions regarding the position or the recruitment process to Human Resources Manager Paula Knappek at PaulaK@LouisvilleCO.gov.



About the Position

The City of Louisville, Colorado is seeking a knowledgeable, enthusiastic, and experienced **Director of Cultural Services** to lead our Cultural Services Department.

The **Director of Cultural Services** is a Director-level position reporting directly to the Deputy City Manager. This position has principal responsibility for planning, coordinating, and leading overall operations for the Louisville Public Library, Cultural Arts, Special Events, and the Historical Museum. This includes oversight of the Library and Museum's full-service programs, services, and collections; public art programs; and community-wide special events including 4th of July Celebrations and Labor Day Parade.

The Director develops and implements the vision for the Library, Museum, arts, and events in accordance with City goals. This role ensures Library and Museum programs as well as cultural and special events include innovative programs and ensures a welcoming and inclusive environment for all.

As a senior leader, the Director cultivates collaboration among city departments, community stakeholders, and advisory boards to align services with community needs and City Council objectives. The Director is part of an executive leadership team that is accountable, respectful, professional, and eager to model these qualities to the organization.

HOW TO APPLY

To review the full job description, or to apply for the Director of Cultural Services position, please visit LouisvilleCO.gov/Jobs.

This position is open until filled. First review of applications is February 25, 2025.



About Our Community

Established in 1878, Louisville’s history is rooted in mining and agriculture. Over the years, the city has grown into a vibrant, thriving, and innovative community with a high standard of living. Nestled along Colorado’s Front Range, Louisville is located in Boulder County, just nine miles east of Boulder and about 22 miles northeast of Denver.

Nearly 70% of Louisville residents possess a college degree, and the community is continuously ranked amongst the best places in the country to live and raise a family. With approximately 1,900 acres of open space, 28 parks, and more than 32 miles of interconnecting trails for biking and hiking, Louisville residents enjoy a myriad of opportunities to enjoy the natural beauty of Northern Colorado.

In addition to abundant recreational opportunities, Louisville residents also have convenient access to arts and culture amenities, excellent dining and shopping destinations, and the state’s third-highest ranked school district. In the City’s 2024 Resident Survey, 93% of survey respondents rated Louisville as an excellent or good place to live, outscoring national and Front Range comparison communities.

Louisville’s authentic Main Street contributes to the city’s small-town feel and hosts outdoor dining, craft breweries, galleries, boutiques, a state-of-the-art library, and more. World-class medical care includes the Avista Adventist Hospital in Louisville, the Boulder Medical Center, and several hospitals in Denver, including Children’s Hospital Colorado and the Anschutz Medical Campus. The Regional Transportation District (RTD) transit system connects the city to the region.

The city’s proximity to the University of Colorado and the Colorado School of Mines, as well as several national laboratories including NOAA, NIST, and NCAR, has helped foster a robust high-tech business and manufacturing presence in Louisville’s Colorado Tech Center, a master-planned business park.

As Money magazine noted, “Add in dry, clear weather, little crime, good health care, low taxes, and Louisville is pretty tough to beat.”



POPULATION

20,390



MEDIAN AGE

41.7



MEDIAN HOME VALUE

\$822,284



MEDIAN HOUSEHOLD INCOME

\$149,159

Director of Cultural Services Responsibilities

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- ▶ Guide the Cultural Services Department in meeting its vision, mission, and strategic goals
- ▶ Develop long-range strategic plans and annual work plans; oversee plan implementation in conjunction with the City Council, City Manager, Library Board of Trustees, Historical Museum Advisory Board, Cultural Advisory Board, and Cultural Services staff
- ▶ Plan, coordinate, and direct the programs, activities and systems of the City's Library and Museum; develop and implement operational policies and procedures
- ▶ Oversee staff for cultural arts, public art, and special events and direct policies and procedures for these areas
- ▶ Propose and implement operational changes needed to improve operations
- ▶ Work with staff and the City Manager to encourage library use and deliver services to Superior residents in accordance with the Intergovernmental Agreement between the City of Louisville and Town of Superior
- ▶ Develop programs and services to meet community needs and plan for efficient and economical use of staff, facilities, equipment, and materials
- ▶ Provide a viable mix of inclusive and accessible cultural services for residents of all ages and diversified needs
- ▶ Respond to and resolve complex citizen inquiries and issues
- ▶ Develop departmental budget requests and administer approved budget
- ▶ Maintain appropriate budgetary controls and direct the preparation of required financial and activity reports
- ▶ Represent the Library, Museum, cultural arts, and special events in the community and at professional and regional meetings as required
- ▶ Coordinate activities and program opportunities with the Louisville Public Library Foundation and History Foundation
- ▶ Participate in community collaborations that promote lifelong learning, a sense of belonging, and other beneficial goals
- ▶ Participate in resource-sharing projects, including the Marmot Library Consortium and the state-wide Prospector system; develop cooperative relationships and partnerships with other libraries throughout the State of Colorado





About the Organization

The City of Louisville is a home rule municipality operating under the council-manager form of government. The seven-member city council consists of the mayor, elected at large, and six councilmembers elected from three wards, all of whom are elected on a nonpartisan basis. The mayor and councilmembers serve four year terms and are limited to two consecutive terms. Ward representative elections are staggered, with elections happening in odd-numbered years.

The city council sets policy, enacts ordinances, adopts the biennial budget, and hires the city manager, who oversees day-to-day operations, as well as the city attorney, municipal judge, and prosecuting attorney.

VISION

The City of Louisville is dedicated to providing a vibrant, healthy community with the best small town atmosphere.

MISSION

Our commitment is to protect, preserve, and enhance the quality of life in our community.

VALUES

- Innovation
- Collaboration
- Accountability
- Respect
- Excellence

The City’s structure and operations have been designed to ensure an open and responsive government that integrates a highly dedicated staff, thoughtful elected officials, an involved citizenry, diverse businesses, and regional cooperation to provide high-quality and cost-effective services.

Louisville provides a wide range of services to residents and businesses, including water and sewer; police protection; planning, zoning, and building safety; street and road maintenance; parks, open space, and recreation; a library; a historical museum; and a golf course.



**ANNUAL
BUDGET**

\$29.6M GENERAL
\$87.6M TOTAL



**CITY
STAFF**

217 FULL-TIME
348 PART-TIME & SEASONAL