Organization
The Cultural Services Division is within the Convention & Cultural Services Department and under the umbrella of the Economic Development Assistant City Manager of the City of Sacramento. The Division builds the capacity of the cultural community and supports the programs and activities that expand access to arts, culture, and heritage across Sacramento. It focuses on creative economy initiatives and on economic development, with a goal to advance job opportunities, infrastructure investment, and quality of life. It provides leadership to the arts and cultural community, oversees established programs and grants, and advocates for the arts, culture, and heritage sector. The Cultural Services Division works in partnership with the newly established Sacramento Arts, Culture, and Creative Economy Commission, developed from the 1977 Sacramento Metropolitan Arts Commission, which was established by a City and County Ordinance. The Commission is a public agency that provides funding to local artists and arts groups; promotes the arts through marketing, outreach, and education initiatives; provides resources to support and increase regional arts education activities; and serves as a community partner and resource.

The Convention & Cultural Services Department provides the region with treasures that make life in the Sacramento community enjoyable and fascinating. High quality service, continuous investment in facilities, and strategic planning are essential to ensure that the city continues to meet the needs of the growing community—both now and into the future. Significant economic impact can be attributed directly to the attractions and programs offered by the city. Business activities are diverse and exciting, providing numerous educational, cultural, and recreational experiences. Sacramento’s treasures are key contributors to the region’s quality of life, serving residents and visitors alike. These experiences are provided by the Convention & Culture Services Department, Economic Development, and nonprofit partners, including Center for Sacramento History, Crocker Art Museum, Fairytale Town, Historic Old Sacramento, Sacramento Convention Center, Sacramento History Museum, Sacramento Arts, Culture, and Creative Economy Commission, Powerhouse Science Center, Sacramento Zoo, and many smaller and diverse cultural organizations and artists.

The Cultural Services Division is committed to the promotion of the arts while actively working to strengthen the infrastructure of the cultural community. It also supports creative growth—from individual artists to cultural organizations—and builds cultural awareness about the activities, opportunities, and impacts of the arts in the City of Sacramento. Creative Edge: Sacramento’s Arts, Culture and Creative Economy Plan (Creative Edge) was approved in July 2018 as an initiative to gather priorities, expectations, and needs regarding the arts, culture, and creative economy in the Sacramento area. The plan was developed with the entire community to create a comprehensive vision of arts and culture for the city, with the goal to strengthen cultural vitality through excellent, relevant, and sustainable results that can be implemented over the next five to seven years. Creative Edge is a partnership between the Sacramento Metropolitan Arts Commission, the City of Sacramento, Sacramento County, and the Sacramento Region Community Foundation.

Community
Sacramento is the capital city of California and the government seat of Sacramento County. One of the most historic cities in the state, Sacramento sits at the confluence of the Sacramento and American Rivers in the northern portion of California’s expansive Central Valley, well-situated between the Pacific Ocean and the Sierra-Nevada Mountains. Perfect for year-round outdoor activities, Sacramento boasts an impressive array of landmarks, parks, amenities, and other must-see points of interest. It is a quick drive to San Francisco, Lake Tahoe, Napa Valley, and Yosemite National Park.

The Greater Sacramento area is one of the most diverse and ethnically integrated urban metropolitan areas in the nation, with a large LGBTQ community and major representation from Hispanic and Latin, Asian, African American, and Caucasian residents speaking more than 100 languages and dialects. Sacramento is among the 40 largest cities and 30 largest metropolitan areas in the United States. It is home to people from all walks of life, building a community around their favorite things: music, sports, entertainment, culture, food, and night life. An homage to the city’s legacy and an affirmation of its bright future, Sacramento embodies everything that makes a city great—from sustainability to connectivity. It is a celebration of what California does best.
With an arts scene that rivals other major cities, Sacramento is quickly becoming a cultural destination. It boasts exceptional cultural, artistic, and leisure opportunities that contribute to a vibrant metropolitan region. The city’s renewed commitment to cultural and artistic growth resulted in the Creative Edge cultural plan, Sacramento’s arts and culture blueprint. Through its highly successful Sacramento mural festival (Wide Open Walls), the Verge Arts Center, and the R Street Artist Lofts, the city is becoming an exciting hub of innovation and creativity. Downtown Sacramento is also home to a vibrant and innovative professional and community arts scene. For sports fans, Sacramento is home to the Sacramento Kings basketball franchise and Sacramento Republic FC soccer club.

Sacramento's commitment to economic growth can be seen in major development projects such as the Golden 1 Center. Completed in 2016, this state-of-the-art sports and entertainment venue sits proudly in the heart of downtown Sacramento, less than a mile from California's thriving business district. Other examples of this commitment include the ongoing Railyard redevelopment, a recently announced extensive revisioning of the historic city's riverfront, and a joint venture with Verizon to launch the nation's first commercial 5G wireless service. Supporting and preserving cultural services and the creative economy is an important economic development goal as Sacramento strives to be a place where artists can live, work, and thrive along with the city.

Sources: cityofsacramento.org

Position Summary

A collaborative and visionary leader, the Cultural and Creative Economy Manager (CCEM) will be responsible for articulating and implementing the Creative Edge plan. Serving as the public face of the Cultural Services Division, the CCEM will direct the development and implementation of a broad range of policies, programs, and services to support, preserve, and strengthen Sacramento’s diverse artistic and cultural community. The CCEM is an at-will management-level position working within the Convention & Cultural Services Department and overseeing the Cultural Services Division, which currently manages programs for public art, art grants administration, and art education and outreach. Cultural Services Division is responsible for administering City arts programs such as the Cultural Equity Grant program, Cultural Arts Awards, Arts & Facilities Grants, and the City’s Public Art Program.

The CCEM is responsible for managing and providing staff support to the Sacramento Arts, Culture, and Creative Economy Commission, whose members are appointed by the Mayor and City Council. The CCEM will interact with and advocate for a broad range of artists, arts organizations, educators, business leaders, community leaders, and City and County officials. The CCEM will also oversee the new Sacramento Film Office and will be integral in developing and supporting comprehensive film and media production programs. The position will provide leadership for new initiatives such as the Mayor's Innovation + Creative Economy Task Force, identifying and supporting cultural districts within the region, establishing a technical assistance program to help artists and arts organizations build capacity and strengthen their business, and increasing the City’s internal infrastructure to support the arts. This position will report to the Director of Convention & Cultural Services and manage a committed team of seven professionals with an annual budget of $2.3 million. This role will provide an extraordinary opportunity for a dynamic, experienced arts professional and organizational manager to provide strong leadership and creativity in a city that has become a hub for artists and a creative economy.

Roles and Responsibilities

Cultural Plan Implementation and Community Engagement

- Implement the Creative Edge plan and Culture Equity Audit recommendations, serving as the manager of the Sacramento Arts, Culture, and Creative Economy Commission
- Identify and assess the arts, culture, and heritage needs of the city’s cultural organizations, individual artists, funders, business leaders, educational organizations, government agencies, and residents.
- Continually evaluate and champion for funding to best serve the multiple needs of a growing city.
- Build arts, culture, and heritage organizational capacity through professional development opportunities that enhance and attract artists and cultural organizations.

Strategic Development and Leadership

- Actively position the Cultural Services Division as the region’s top voice for the arts, culture, and heritage, ensuring that stakeholders understand its breadth and depth of activities, impacts, and importance to the quality of life in Sacramento.
• Develop and implement an institutional branding and public relations program that communicates the positive social, educational, economic, and community impacts of arts, culture, and heritage activities.

• Lead cultural tourism and other regional planning efforts to highlight the vast resources of the region, with an eye towards opportunities for further cultural and economic development.

• Support appropriate initiatives to expand public support for the arts and culture sector while working with partners to promote the value of the arts as a catalyst for economic development.

• Serve as the face of the organization, representing the city at meetings, conventions, and public forums in the business, philanthropic, and civic sectors.

• Keep abreast of national and statewide initiatives and legislation to expand public support.

• Empower the members of the Sacramento Arts, Culture, and Creative Economy Commission with knowledge and information that energizes their advocacy efforts, as appropriate.

**Administration and Fiscal Oversight**

• Maintain the management relationship with the Convention & Cultural Services Department while providing fiscal and organizational leadership of the cultural services and creative economy’s mandate and resources.

• Establish Division goals, objectives, and procedures required for effective implementation of action plans in support of mission, visions, and goals.

• Develop, monitor, and evaluate department and CIP budgets and diversify sufficient financial resources to ensure the financial health and future sustainability of arts, culture, and heritage in the City of Sacramento.

• Hire, mentor, and retain an engaged, competent, and qualified staff, maximizing the use of human resources to achieve the Division’s goals and objectives.

• Ensure the right diverse balance of skills and talent are properly deployed so that organizational goals and objectives are achieved.

• Embrace and encourage diversity on all levels within the Cultural Services Division and the community.

• Ensure compliance with all applicable City Council mandates and embrace other administration and fiscal oversight responsibilities, as needed.

**Traits and Characteristics**

The CCEM will be a dynamic organizational leader and a creative thinker who embraces the opportunities that a strong cultural and creative economy can bring to a growing city. The CCEM will have outstanding interpersonal and communication skills and be a bridge builder and collaborator who can anticipate future needs and the effects of upcoming cultural, social, economic, and demographic changes in the city. An excellent listener, the CCEM will be a partner to internal and external stakeholders, with a demonstrated commitment to diversity, equity, and inclusion. A thoughtful risk taker who is open and responsive to others’ ideas, the CCEM will prioritize and balance competing interests and build consensus from disparate viewpoints. A superior writer, communicator, and speaker, the CCEM will be a courageous representative for the arts, culture, and heritage sector, with a highly visible presence across the city, region, and state.

Other key competencies include:

• **Creativity and Innovation** – The skill to create new approaches, designs, process, technologies, and systems to achieve desired results.

• **Leadership and Flexibility** – The aptitude to organize and motivate others around a shared vision while accomplishing goals and the agility and adaptability to embrace and implement change.

• **Project Management, Planning, and Organizing** – The ability to identify and cultivate the resources and systems needed to obtain results and the capacity to prioritize tasks to establish appropriate courses of action so that work is completed effectively.

• **Diplomacy, Negotiation, and Interpersonal Skills** – The dexterity to constructively embrace different points of view, resolve challenging issues, and bring cohesion among a wide array of stakeholders while interacting with them in a positive manner, treating them fairly, and listening carefully to what they have to say.

• **Teamwork and Resiliency** – The confidence to quickly recover from adversity with a deep value of cooperation with others to meet objectives.
Qualifications
A bachelor's degree from an accredited college or university, with a major in art, art history, arts management, business administration, public administration, or a closely related field, is required. At least six years of progressively responsible administrative experience managing a major division (such as arts, cultural services, facilities, or operations) and at least three years in a supervisory capacity are necessary. Additional experience as an artist is desirable and experience may be substituted on a year-for-year basis for the required education. A commitment to the arts, culture, and heritage sector, as well as social and economic development, is expected. Grant administration, grant writing, and an understanding of working with artists and creatives are essential. Excellent written and verbal presentation skills and computer literacy are mandatory.

Compensation and Benefits
The City of Sacramento provides generous salary ($122,323-$160,498), commensurate with experience, and a benefits package including medical, dental, vision, and life insurances and a 401(k) matching Safe Harbor plan.

Applications and Inquiries
To submit a cover letter and resume with a summary of demonstrable accomplishments, please click here or visit artsconsulting.com/employment. For questions or general inquiries about this job opportunity, please contact us at CityofSacramento@ArtsConsulting.com.

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The City of Sacramento’s mission is to move forward with urgency and purpose for the creation, implementation, and maintenance of a more equitable and inclusive City of Sacramento by facilitating the integration of greater representation, fairness, belonging, and care into its policies, protocols, practices, and workplaces.