



City of Tacoma – Division Manager, Arts & Cultural Vitality

Background

- For the first time in more than two decades, the City of Tacoma seeks a dynamic, values-driven, visionary individual to lead its Arts and Cultural Vitality Division (ACV). Located within the Community and Economic Development Department (CEDD), ACV supports the cultural sector in Tacoma in a variety of ways including funding programs, public art, community engagement, and professional development. The agency has grown significantly over the last decade in both budget and influence. ACV is deeply committed to inclusion, equity and access across all of its programs. In collaboration with the Tacoma Arts Commission, the Tacoma Creates Advisory Board, CED, and cultural community stakeholders, the City will undertake an inclusive process to find its next arts leader in the fall of 2023.

About the Arts & Cultural Vitality Division

- Arts and culture are essential to Tacoma - enlivening its downtown core, contributing to the livability of its neighborhoods, and enhancing the quality of life of its residents and visitors. The Arts & Cultural Vitality Division supports the cultural sector in Tacoma in a variety of ways including funding programs, public art, professional development, and special programming. The office has two branches:
 - **Arts** - The Tacoma Arts Commission and its staff play a vital role in supporting Tacoma's arts and cultural programs. They encourage the development of the local arts community through the administration of funding programs for artists and arts-focused community projects, managing the City's public art collection, and producing a variety of public programs including Tacoma Arts Month and the Tacoma Poet Laureate program.
 - **Tacoma Creates** - Tacoma Creates is a voter-approved initiative to increase access to arts, culture, heritage, and science experiences throughout Tacoma by reducing barriers to access and expanding offerings, particularly for underserved youth. Eligible non-profit arts, culture, heritage, and science organizations are able to apply for funding that helps them expand equitable access to public programs, increase opportunities in neighborhoods throughout Tacoma, expand educational options for youth, and build sustainability for ongoing cultural programs that provide value for people throughout the City of Tacoma. The Tacoma Creates Advisory Board serves in an advisory capacity to the Tacoma Creates staff on funding programs.
 - **Inclusion, Equity, and Access**
The Arts & Cultural Vitality Division is striving toward social justice. We are committed to supporting equitable opportunities in all of our work including [Tacoma Creates](#), [Tacoma Arts Commission funding](#), [public art](#), and [public programming](#). We are committed to supporting the entirety of our community. For more on current and ongoing efforts, please read the City of Tacoma's [Tacoma 2025](#) plan and the Office of Arts & Cultural Vitality's [ArtFull Tacoma](#) (Strategy 2: Promote equity, diversity, and inclusiveness through the arts).



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Mission and Vision

- The Arts & Cultural Vitality Division is proud to nurture our city’s creative ecosystem, providing support to our artists and organizations as well as opportunities for all residents and visitors to access and participate in the arts. We encourage the development of the local arts community through the distribution of funding for arts and cultural programs, the management and stewardship of the City’s public art collection, incorporation of creatives into the public design process, and the production of a variety of public programs and resources for creatives that enhance and contribute to Tacoma’s local economy.

Position and Candidate Profile

- The City of Tacoma is recruiting candidates for the leadership position of Arts & Cultural Vitality Division (ACV) Manager. The ACV Manager is a key member of the Community and Economic Development Department’s Leadership Team with a critical leadership role in advancing the City’s cultural development strategy. The OACV Manager is expected to perform highly complex, innovative work resulting in positive, significant impacts to Tacoma and the regional community. They are also expected to have a demonstrated commitment to equity and social justice. The ACV Manager has a broad range of strategic, analytical, administrative, and project management duties. The position plans, organizes, manages and provides administrative direction and oversight for all functions and activities of the City’s ACV including the Tacoma Arts Commission, the Public Art Program, and Tacoma Creates. The ACV Manager also develops strategic partnerships with community representatives, external agencies, and other organizations to guide cultural policy and strategic planning.

Ideal Candidate

- The top candidate for this position will have a successful and verifiable career history with proven success as a strong leader, with demonstrated experience in cultural policy, strategic planning, finance and municipal or governmental budget development and administration. This individual must have a substantial commitment to equity and have implemented and managed JEDI (Justice, Equity, Diversity, and Inclusion) programs. They also must have significant experience in developing and managing staff and have a record of building strong relationships with the cultural leaders, and collaborations with diverse creative communities. Experience with arts funding, public art, community engagement, and public administration are desirable. The Division Manager for OACV will be responsible for the creation, development, maintenance, and implementation arts and cultural development strategies, programs, projects, policies, and services. The successful candidate must exhibit a high degree of understanding and performance in areas that include cultural policy, municipal operations, innovative leadership, personnel management, and the ability to establish and maintain effective working relationships with internal and external partners.

Key Responsibilities

- Advises CED Leadership, City Manager and Council on emerging and existing cultural development issues.



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- Manages the Municipal Public Art Program; seeks funding for arts programs; develops partnerships with other agencies for the promotion of arts and cultural vitality; leads community and stakeholder engagement efforts with regards to arts and cultural vitality; serves as the official City spokesperson for arts and cultural vitality events, programs and initiatives.
- Serves as lead staff for Tacoma Arts Commission and Tacoma Creates; provides administrative guidance and subject matter expertise to assigned advisory boards and commissions.
- Fosters external partnerships (locally, regionally, and nationally) to further the City’s cultural development goals.
- Directs the development and administration of budgets, policies, projects, and programs of the office to deliver high quality services effectively and efficiently to the City and the community. Ensures office operations conform with local, state, and federal government regulations, and other applicable rules and policies
- Researches, compiles, and analyzes complex and sensitive financial, strategic, operational or related data; identifies trends, documents and presents findings to management, provides recommendations and/or solutions to projects based on data results; and implements processes based on findings and summaries.
- Hires, supports and develops staff; supervises and evaluates employee performance; investigates and resolves grievances; and coordinates other human resource actions.
- Represents the Office of Arts & Cultural Vitality in the community.

Education and Experience

- Candidates for this position must possess a bachelor’s degree (or equivalent experience) from an accredited four-year college or university and have seven or more years of progressively responsible related experience in community and cultural development, arts administration, and project management, including two years as a supervisor. The position requires experience in managing, planning, organizing, and administering community and cultural development, in a sophisticated environment. A successful candidate will have demonstrated competencies and significant accomplishments from prior work experience.

Compensation and Benefits

- The current salary range for the director position is \$120,702.40 - \$169,963.00. The City of Tacoma offers an attractive employee benefits package which includes retirement, medical, dental, vision and generous personal time off policies. Relocation assistance may also be available for a successful out-of-area candidate.