

CITY OF MINNEAPOLIS

# Director of Arts and Cultural Affairs

## Position profile

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### ABOUT THE CITY OF MINNEAPOLIS



The City of Minneapolis is the largest city in Minnesota and nationally recognized as a progressive city with a strong economy and a highly engaged and diverse populace. Minneapolis is well positioned for continued growth and prominence.

Learn about what makes Minneapolis great.

[www.minneapolis.org/visitor](http://www.minneapolis.org/visitor)



The City of Minneapolis operates under an Executive Mayor-Legislative Council form of government. The mayor is the chief executive officer over departments. The City Council is the legislative body that adopts local laws, makes policy, and oversees programs. The mayor and 13 City Council members from individual wards are elected for concurrent four-year terms. The City's annual budget is \$1.2 billion, and there are approximately 4,100 employees



The Department of Arts and Cultural Affairs was established by ordinance in July 2021. The department exists to advance, support, stimulate and promote a diverse and active arts and cultural environment that recognizes and draws on the full potential of Minneapolis' artists and arts organizations, reflects and responds to civic concerns and aspirations, and enriches the lives of all people who live, in, work in and visit Minneapolis.

### OUR WORKFORCE

The employees at the City of Minneapolis faithfully serve the residents, businesses, and visitors of the City every single day. Some jobs are more visible in the community while some are behind the scenes, but each employee at the City plays a role in keeping Minneapolis a vibrant place that tops many lists.

Our employees look for ways to keep Minneapolis at the leading edge, offering services and policies that are more comprehensive and progressive than the vast majority of cities. Our employees are a key reason why Minneapolis is a place where all people have an equitable opportunity for success and happiness.

Our purpose, to serve the residents, businesses, and visitors of Minneapolis is at the foundation of everything we do. It shapes our priorities, our work, and our culture. It drives our employees to look for new ways to serve, creating an innovative and engaged culture.

*The employees of the City of Minneapolis  
are aligned for a singular purpose -  
to serve our community.*

### MISSION STATEMENT AND VALUES

We work to advance, support, stimulate, and promote a diverse and active arts and cultural environment that recognizes and draws on the full potential of Minneapolis' artists and arts organizations, reflects, and responds to civic concerns and aspirations, and enriches the lives of all people who live in, work in, and visit Minneapolis

## THE POSITION

The Director of Arts and Cultural Affairs assists departments and the community in developing goals and expectations to advance the arts, accelerating the City's efforts and progress around arts goals and creating accountability mechanisms by ensuring regular reporting to policy makers. The Director of Arts and Cultural Affairs also assists elected officials in the creation of policy that advances the enterprises arts goals and assists them in identifying internal process owners and mechanisms of accountability. Additionally, the Director of Arts and Cultural Affairs will:



- Serve as the Director of the Department of Arts and Culture.
- Advance cultural equity, equality, and inclusion.
- Draft, design and develop the Work Plan for the Department of Arts and Culture; secure mayor and council support for the work plan; lead the department, supervise staff, and coordinate volunteers to implement the plan.
- Develop and implement arts and culture programs and initiatives to encourage greater participation in, and increased public access to, arts and culture in Minneapolis.
- Draft the arts vision and policy for the City of Minneapolis, consult with arts groups including the Minneapolis Arts Commission, neighborhood and business organizations, institutions, and non-profits.
- Assist the mayor and council in their consideration and adoption of the arts vision and policies.
- Promote Minneapolis as a Cultural Center; work with City departments (Community Planning and Economic Development, Parks, Public Works, Regulatory Services & Communications) arts and business organizations to sponsor nationally recognized arts events; publish arts events calendar, sponsor exhibits, and publicize arts events.
- Provide information, resources and technical assistance to artists, arts and cultural organizations, and community-initiated arts efforts.
- Develop arts program(s) for youth and children; work with Youth Coordinating Board and arts organizations to introduce youth and children to the arts and to provide opportunity for children and youth to create art themselves.
- Strengthen neighborhoods and communities through arts and culture; sponsor and coordinate events in each geographic sector, ethnic and cultural community; ensure that the arts are incorporated into all neighborhood festivals and celebrations.
- Foster a more positive environment for arts and culture; survey arts organizations on their needs; research best practices that support arts and culture across the country; propose programs and projects to create a supportive environment for small/large, emerging/seasoned, and traditional/experimental arts organizations.
- Foster a more positive environment for artists; survey artists and educational institutions to determine artists' needs; research best practices that support artists across the country; design and propose programs/projects to create a supportive environment for artists.
- Manage the City's procurement of public art through the annual capital program and foster Minneapolis' arts and culture assets.
- Facilitate the commissioning, placement and maintenance of city-owned arts and culture
- Identify and solicit grants and public/private. Advocate internally and externally for state and federal funding to bolster the city's arts and culture resources and convey the city's support for private funding endeavors that seek to maintain and grow the arts community and culturally based neighborhoods.
- Promote the City as a center for arts and culture.
- Make periodic reports to the mayor and city council concerning the activities of the department and programs for the arts and culture, generally.



## DESIRED CAPABILITIES

The ideal candidate has outstanding and demonstrated experience leading arts and cultural affairs efforts and being a champion for the arts community. Our new leader will work collaboratively to move arts goals throughout an organization and impacting policy. Candidates should have knowledge of budgeting, fiscal administration, management, and long-range planning. The ability to deal effectively with people in difficult and/or controversial situations. Skilled at building relationships and influencing without authority. Ability to communicate effectively orally and in writing with a wide variety of people/groups and respectfully engage diverse stakeholders around a shared vision for achieving results. Strong understanding of the mechanics of city government, and familiarity with and knowledge of public sector innovation.

Desired leadership characteristics include:

- Balance the need of strategic thinking and direction with the day-to-day management of the department.
- Have a high degree of integrity and work ethic.
- Collaborate with other government agencies, neighborhood groups, policy makers, and City staff and leadership to achieve goals of the City.
- Has an ability to maintain a strong vision and manage through change.
- Ability to operate professionally amid difficult times.

In addition, the City has adopted the following competencies for all leadership positions:

- **Focus on results:** takes initiative, drives for results, and establishes stretch goals;
- **Personal capability:** demonstrates technical/professional expertise, solves problems and analyzes issues, innovates, and practices self-development;
- **Character:** displays high integrity and honesty;
- **Leading change:** develops strategic perspective, champions change, and connects the group to the outside world;
- **Interpersonal skills:** communicates powerfully and prolifically, builds relationships, develops others, inspires and motivates others to high performance, and collaborates and fosters teamwork;
- **Cultural agility:** demonstrates an awareness of, and sensitivity to, the needs and concerns of individuals from different perspectives, cultures, and backgrounds. These differences may include education, job preference, work style, race, gender, country of origin, disability, age, sexual orientation, gender identity, etc. Respects differences and adjusts behavior and communication style to best meet the needs of the group or individual. Accepts one's own cultural identify and sees the value of other points of view; and
- **Strives to create a racially equitable work environment:** develops policies, practices, and makes strategic investments to reverse racial disparity trends, eliminate institutional racism, and ensure that outcomes and opportunities for all people are no longer predictable by race. Through consistent behaviors and actions, fosters an equitable work environment. Creates fair and just opportunities and outcomes for all people.



### **EDUCATION AND EXPERIENCE**

Bachelor's degree with major focus on Fine Arts, Public Policy, Cultural Policy, Arts Management History of World Culture along with ten years minimum of experience. Five years of experience with an advanced degree may be considered. Strong management skills both personnel and project related, ability to build and maintain strong relationships with diverse constituencies within the City, and knowledge of current art practices and how they can be used to advance City goals is highly desirable.

### **COMPENSATION**

This appointed position has a competitive compensation package. Salary ranges from \$119,143 - \$141,238 depending on experience. Benefits include health and dental insurance, flexible spending accounts, disability insurance, employee assistance program, vacation, sick leave, paid parental leave, pension plans, and deferred compensation retirement savings.

### **TO APPLY**

The position will remain open until filled. Priority will be given to those who submit a resume and cover letter by July 25, 2022. To apply and submit your resume for this opportunity, go to the [City of Minneapolis career page](#).

The City of Minneapolis is an Equal Opportunity Employer.