JOB ANNOUNCEMENT
EXECUTIVE DIRECTOR
CALIFORNIA ARTS COUNCIL

CALIFORNIA ARTS COUNCIL OVERVIEW

Mission Statement & Strategic Priorities:
The mission of the California Arts Council (CAC), a state agency, is to advance California through the arts and creativity. The CAC is committed to building public will and resources for the arts; fostering accessible arts initiatives that reflect contributions from all of California’s diverse populations; serving as a thought leader and champion for the arts; and providing effective and relevant programs and services. Learn more about the CAC at www.arts.ca.gov.

Grantmaking:
In its more than 40-year history, the CAC has contributed to the artistic and creative fabric of California primarily through grant programs, services and initiatives that affected thousands of artists and organizations, and in turn millions of Californians. Since 1976 the CAC has awarded more than 30,000 grants totaling $368 million. In fiscal year 2016-17 the CAC will award $15 million in grants through 14 unique grant programs, totaling approximately 1,000 direct grants.

Governance:
The CAC is governed by an 11-member policy-setting council consisting of nine members who are appointed by the Governor, one appointed by the Senate, and one appointed by the Assembly (and is collectively known as the Council). All gubernatorial appointments must be confirmed by the Senate. Terms vary in length. Officers are elected at the annual meeting in January. The Council can hold up to eight meetings per year; currently five meetings are held each year in different locations throughout the state. Council members have experience and expertise in the arts, creative industries, education, community development, state and local government, and the non-profit and for-profit sectors. The Council is a policymaking board: its key responsibilities are the Executive Director’s hiring and performance evaluation, passage of the grants budget, and the adoption and oversight of grant policies that ensure its statutory mandate is fulfilled.

Staff:
The Council hires the Executive Director. The Executive Director oversees the hiring of all other staff members and they are civil service employees. Like the Council members, the professional staff members also have experience and expertise in the arts, creative industries, education, community development, state and local government, and the non-profit and for-profit sectors.
development, state and local government, and the non-profit and for-profit sectors. Currently, the agency has 22 staff positions. Programs and grant information may be found at [www.arts.ca.gov](http://www.arts.ca.gov).

**Budget:**
CAC funding comes from several sources including the state general fund, proceeds from the California arts license plate, proceeds from the Keep Arts in Schools voluntary contribution fund on California state tax returns, and federal funding from the National Endowment for the Arts (NEA). The CAC receives additional state funds through an interagency agreement with the California Department of Corrections and Rehabilitation (CDCR) as administrators of California’s Arts in Corrections program.

The fiscal year 2016-17 CAC budget breakdown is as follows:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$15,109,000*</td>
</tr>
<tr>
<td>Arts Plate</td>
<td>$2,209,000</td>
</tr>
<tr>
<td>NEA (Federal)</td>
<td>$1,137,000</td>
</tr>
<tr>
<td>Keep Arts in Schools Fund</td>
<td>$250,000</td>
</tr>
<tr>
<td>CDCR – Arts in Corrections</td>
<td>$6,197,000</td>
</tr>
</tbody>
</table>

*Includes $6.8 million in one-time funding.

**POSITION & CANDIDATE SPECIFICATIONS**

**The Opportunity:**

The Executive Director of the California Arts Council is responsible for providing statewide leadership in order to meet the CAC’s strategic priorities, which include: building public will and resources for the arts; fostering accessible arts initiatives that reflect contributions from all of California’s diverse populations (including but not limited to ethnically, geographically, economically, and socially diverse populations); serving as a thought leader and champion for the arts on both a statewide and national level; and providing effective, and relevant programs and services.

The candidate hired will bring creativity, collaboration, vision, and the ability to grow astute political skills to navigate the complexity of the arts community in California. The Executive Director will be committed to balancing current best practices in the public sector for the arts, culture, education and economic development, while adapting the best of the private sector and remaining sensitive to trends nationwide. The Executive Director will build on existing strong relationships with the state legislature as well as develop new relationships with members of the legislature. The Executive Director will build strong and lasting relationships with the CAC staff, the Council members, and the many public constituencies that comprise the arts community and, where appropriate, position the CAC as the leader in statewide thought leadership, convening and coordinating services on the arts and creativity.

The Executive Director is expected to work full-time at the CAC’s office in Sacramento. Travel for meetings and events throughout the state, and occasional national travel, is required.
Position Summary:
Under the direction of the Chair and members of the CAC, the Executive Director has primary responsibility for agency administration; implementing the mission and the strategic vision of the CAC; oversight of all agency policy and programs; local, state and federal level inter-agency activities; state and national legislative relationships; public information; Council support and representation; leadership of civil service staff; and actions requested by the Office of the Governor, legislature, and other state agency directors.

Location: 1300 I Street, Suite 930 (office suite in the Department of Justice Building), Sacramento, California

Direct Reports: This position directly supervises the Deputy Director, Director of Public Affairs, Director of Legislative Affairs.

Salary Range: $9,709 - $10,769 per month. Based on State of California Exempt staff salary range and experience.

Typical Responsibilities Include:
• Reporting to and advising the Council on policy, organizational and operational matters.
• Overseeing all aspects of leadership, management, organization, and operations of the staff, including hiring, fiscal management, problem solving, policy and decision making, contract preparation and negotiations, leading, directing, and approving programs and work.
• Establishing and maintaining a continuing liaison with the Governor, Legislature, and all national and state agencies, institutions, associations, and organizations working with California artists to develop and implement art and related educational programs under the direction of the CAC.
• Ensuring the preparation, publication and dissemination of reports, materials and information pertaining to the work of the CAC.
• Representing the Council and delivering public presentations before a wide variety of governmental, private and public groups and organizations.
• Ensuring the effective administration of the California Arts Council public grant making process.
• Ensuring the effective administration of California’s Arts in Corrections program and the CAC’s interagency agreement with the California Department of Corrections and Rehabilitation.
• Overseeing the response to public requests as directed.
• Responding to the press on high-level matters concerning the CAC and the arts.
• Leading the Council in the development and implementation of a strategic plan for successful growth of the agency.
Ideal Experience:

- At least five years’ experience in executive-level management at an arts or arts education organization; a local, state or national arts agency; an arts philanthropy organization; or as head of an arts related program in an accredited college or university.
- Ability to educate the State Legislature and Governor about the value of public funding for the arts, form partnerships and build public and political will in order to meet current and future goals of the CAC.
- Experience in strategic planning and implementation.
- Experience developing and overseeing a multi-million dollar budget and program funding and administration.
- Experience with grantseeking or grantmaking.
- Proven talent and history of being an exceptional manager of high performing teams; a leader who sets high expectations, motivates others to strive and mentors them to achieve their goals.
- Experience working with state or local government and providing public testimony is desirable.
- Experience working with volunteer board structures is desirable.
- Experience in resource development or fundraising is desirable.
- Degree from an accredited 4-year college or university in nonprofit management, arts/business administration, education/public administration or arts field (such as music, theater, dance, visual/digital arts) is desirable.

Critical Competencies for Success:

- Working well with and cultivating connections and collaborations with the state legislature, the governor, and other state government offices on issues of importance to CAC and the arts community.
- Working collaboratively with arts and culture organizations of all types and sizes in diverse communities across the state.
- Taking a proactive role in helping to build public will for arts, culture, and creativity in California.

Other Personal Characteristics:

- Knowledgeable, passionate, and committed to the arts.
- A collaborative, team-oriented leader with highly developed relationship building skills; adept as an influencer and consensus builder.
- Creative, versatile, intuitive, and driven; mission oriented.
- Able, timely communicator and consensus builder.
- An unquestioned reputation for integrity and ethics; a strong character that will quickly gain the trust of others.
- Excellent written and oral communication skills.
- Strong, self-motivated leadership, management, organization and administration skills.
**Application Instructions:**

If interested and qualified, please submit a cover letter and resume via email to [CACSearch@westaf.org](mailto:CACSearch@westaf.org) or via mail to the following address:

WESTAF  
Attn: CAC Search  
1743 Wazee Street, Suite 300  
Denver, CO 80202

Submission deadline: April 21, 2017.

Questions can be directed to Chrissy Deal, Search Consultant at [chrissy.deal@westaf.org](mailto:chrissy.deal@westaf.org)