

Cultural Affairs Manager

Hourly: \$60.7696- \$74.1755
Monthly: \$10,533.40 - \$12,857.09
Annually: \$126,400.82 - \$154,285.04

We are actively seeking an experienced and dynamic individual for the role of Cultural Affairs Manager, an unclassified service position responsible for overseeing and managing the Cultural Affairs Division. This pivotal role encompasses administration, staffing, and the coordination of programs and projects such as Art in Public Places, Artist Laureate, Historic Preservation, and Performing Arts Grant. The successful candidate will serve as the city's expert on public art and historic preservation, contributing to the development and update of policies aligned with program goals and legal requirements. In addition to supervising lower-level staff, the Cultural Affairs Manager will take charge of implementing complex public art projects from conception to completion, managing a comprehensive collections program, and overseeing the Historic Preservation Program. Responsibilities extend to coordinating long-range planning efforts, providing support to the Cultural Affairs Commission, acting as a liaison with stakeholders, and preparing division workplans and budgets. Reporting to the Assistant City Manager, this role is instrumental in shaping and enriching the cultural landscape of our community.



The City

Culver City was incorporated as a charter city and celebrated its Centennial Anniversary in 2017. Culver City has a Council/City Manager form of government with five Council members elected "at-large" and the Mayor and Vice-Mayor are selected by their peers to serve one-year terms. The City has a committed staff of 700+ personnel with a Fiscal Year 2023-2024 proposed budget of \$325.3 million. The City provides a full range of municipal services including transportation services by way of a municipal bus system; public safety (police and fire); planning & development; public works, including a full-service refuse and recycling operation; and community services which includes parks, recreation, and senior services.

The Division

Dedicated to enhancing Culver City's cultural vibrancy, the Cultural Affairs Division fosters diverse experiences in performing, visual, and literary arts for both residents and visitors. Beyond promoting cultural events and education, the division actively manages the city's extensive public art collection, oversees the performing arts grant program, and provides crucial guidance for development projects involving public art and historic preservation requirements. Culver City, renowned for its nationally acclaimed art galleries, live theaters like Kirk Douglas Theatre and Tim Robbins' "The Actors' Gang", free concert series, and an extensive public art program featuring over 80 original pieces, stands as a recognized arts hub in Los Angeles. Within the Office of Economic and Cultural Development, the Cultural Affairs Division not only contributes culturally but also positively impacts the city's economy.



The Ideal Candidate

The ideal candidate will possess a strong understanding of cultural planning policies, practices, and procedures, including knowledge of materials, fabrication methods, collections management, and conservation. They should have experience in grant-giving programs, cultural planning, and project management, along with the ability to interpret and make decisions in accordance with laws, regulations, and policies. A candidate who is also experienced with and knowledgeable about historic preservation regulations and practices is desired.



Minimum Qualifications:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a Bachelor's or Master's Degree in art history, historic preservation, arts administration, or related field and minimum of five (5) years of progressively responsible work experience in implementing public art and historic preservation programs and other cultural programs and projects, and which includes two (2) years of supervisory and management experience.

Compensation & Benefits

Retirement: CalPERS 2% @ 60 for "Classic" members and 2% @ 62 for "New" members. Employees pay the full member rate.

Deferred Compensation: The city contributes \$160 per pay period for mandatory employee contributions of \$76.25 in the 401(a) Plan. A Voluntary 457 plan is also available.

Health Benefits: Choice of CalPERS medical plans for employees and eligible dependents, HMO & PPO are available. City-paid dental, vision, and life insurance for employees and eligible dependents. City provides up to \$1,885 per month towards health benefits, for the 2023 plan year.

Life Insurance: \$50,000 term life policy with an AD&D feature.

Wellness Program: \$750 allowance per fiscal year for medical exams, health club membership, formal wellness programs, or other medical/dental expenses not covered by insurance. City also provides monthly indoor cycling and yoga classes at local studios, at no cost to employees.

General Leave Including:

- Administrative Leave: 96 hours per fiscal year
- Holidays: 8 City Holidays, plus 57 hours floating holiday time
- Sick Leave: 104 hours annually
- Vacation: Accrual of 80 hours annually during the first four years of service.

Tuition Reimbursement: The City agrees to reimburse employees up to two \$250 per applicable accredited college unit, plus the actual costs of books, registration fees, and parking permit fees. Applicable procedures and eligibility requirements shall be pursuant to Administrative Policy II-08, as amended.

Education Incentive Pay: Employees that possess a degree from an accredited college will receive an annual education incentive of \$2,400 for a bachelor's degree and \$4,800 for a master's or juris doctor degree.

For a full job description and to apply:
<https://www.governmentjobs.com/careers/culvercity>