



## PROJECT MANAGER

### Position Description

The Office of Mayor Kevin Johnson seeks a talented, efficient leader to serve as Project Manager of For Art's Sake, an initiative designed to strengthen Sacramento's arts community and creative economy. The Project Manager oversees the initiative and is primarily responsible for action plan implementation, operations, fundraising, community relations and communication. Leading candidates for the position will be goal-oriented and confident professionals with experience in an entrepreneurial culture, outstanding attention to detail, and have a strong degree of comfort working in a start-up organization in a highly complex and political environment.

### Key Responsibilities

The Project Manager reports directly to the Mayor and initiative co-chairs and is responsible for the following:

- 1. Action Plan Implementation.** The Project Manager is accountable for ensuring successful execution of the three-year action plan. Specifically, the Project Manger is responsible for the following:
  - Developing a detailed work plan that outlines project strategies, tasks, responsibilities, and deadlines.
  - Managing project timelines and deliverables.
  - Establishing a system to measure the impact of For Art's Sake and publicly report on the initiative's effectiveness.
  - Coordinating and supporting, the co-chairs, Leadership Team, committees, outside consultants and partners, including preparing for meetings, conducting following-up and maintaining regular communications.
- 2. Community Relations and Awareness.** The Project Manager is accountable for ensuring For Art's Sake is a collaborative initiative that actively engages key stakeholders. Specifically, the Project Manager is responsible for:
  - Developing partnerships and maintaining high quality relationships with stakeholder groups including arts organizations and artists as well as city and regional government agencies;
  - Facilitating communications with multiple audiences, including maintenance of a website and social media;
  - Attending arts related events to support efforts and promote the initiative; and
  - Serving as a spokesperson for the initiative.
- 3. Finance and Administration.** The Project Manager is accountable for key operational activities including budgeting, fundraising, and staffing. Specifically, the Project Manager is responsible for:
  - Preparing and managing an annual budget of approximately \$200,000;
  - Developing a resource development plan that includes private and public funding sources;
  - Driving fundraising efforts, including grant-writing and funder cultivation; and
  - Hiring, training and supervising paid and unpaid fellows and interns.

### Desired Qualifications

For Art's Sake is seeking an individual with the following experience and attributes:

- Earned at minimum an undergraduate degree in related field of study, an advanced degree is preferred.
- Three years successful arts management and project management experience.
- Strong organizational, project management and communication skills.
- Demonstrated ability to conceptualize, develop, and evaluate programs.

### Compensation

Salary is competitive and commensurate with experience.

### Application Process

The application process will include a resume review, cover letter, phone interview, project and in-person interviews. For the first round, please send your resume and a cover letter to [projectmanagerfas@gmail.com](mailto:projectmanagerfas@gmail.com).

### **Initiative Overview**

Sacramento has a robust arts and cultural landscape, grounded by nearly 30 museums, several symphonic music groups, a ballet company, an opera company, and over 125 theatre companies. Sacramento is also home to more than a dozen cultural festivals, six film festivals, a popular Second Saturday Art Walk, over 50 commercial art galleries, a strong poetry community and an award-winning public art program. These arts institutions and programs are responsible for a multi-million dollar “creative economy,” and contribute to the health of the Sacramento region. Yet despite the breadth and scope of these assets, the Sacramento arts and cultural scene remains virtually undiscovered.

In June 2009, just 6 months after taking office, Sacramento Mayor Kevin Johnson launched a regional arts initiative called “For Art’s Sake.” The overarching intent of the initiative is to raise the profile of Sacramento’s arts scene locally and nationally; establishing Sacramento as a major metropolitan destination while strengthening the local community. More specifically, the initiative seeks to unify the arts community around a shared vision and goals for strengthening the region’s cultural infrastructure, improving access to arts and arts education and investing in talent and the creative economy. The initiative has seen tremendous success to date and garnered national attention. Not only has the process been inclusive – with over 500 artists, arts organizations, civic leaders and businesses participating – it has resulted in a three-year action plan and implementation strategy.

### **About Mayor Kevin Johnson**

Kevin Johnson is the 55th mayor of Sacramento. He is the first native Sacramentan, and the first African American to be elected to the office. His vision is for Sacramento to become “a city that works for everyone.”

Johnson’s dedication to public service began long before he started his tenure as mayor. Upon retiring from the NBA after 12 seasons with the Phoenix Suns in 2000, he returned to his Oak Park neighborhood in Sacramento to serve as the CEO of St. HOPE, a non-profit community development organization he founded in 1989 to revitalize inner-city communities through public education, economic development, civic leadership and the arts. St. HOPE has dramatically improved the community of Oak Park through its holistic community development approach, and is recognized as a national leader in the “transformation high school” movement.

Since taking office in December 2008, Mayor Johnson has accomplished a number of objectives in his ambitious action plan for Sacramento, including:

- Improving public safety by adding more police officers, securing grants, and hosting two gang summits;
- Championing excellence in public education by meeting with area superintendents, hosting an education summit and bringing U.S. Secretary of Education to Sacramento for a series of back-to-school meetings and events;
- Boosting economic development by supporting existing businesses and working to bring others to Sacramento, collaborating with President Obama’s administration, Governor Schwarzenegger and Congresswoman Matsui to advocate for stimulus funds for the region, and promoting green business development;
- Addressing homelessness in a respectful and proactive manner, specifically finding clean and safe housing for hundreds of Sacramentans, chairing the Policy Board to End Homelessness, establishing a task force to research the viability of a “safe ground” and Launching Sacramento Steps Forward.
- Making arts and culture a priority by convening the arts community, identifying shared goals for the future and being selected by the Kennedy Center for Performing Arts as the first implementation site for its arts education program, “Any Given Child”.
- Setting a new standard for community engagement and accountability by holding office hours and town hall meetings throughout the city, promoting the use of the City’s 311 service, and launching Volunteer Sacramento, an initiative designed to make the Sacramento a national leader in volunteerism.

A graduate of the University of California, Berkeley, Johnson also served on the Board of Directors for LISC National, the California Charter Schools Association, the UC Berkeley Foundation, the Institute of Governmental Studies National Advisory Council and the Harvard Divinity School SLI Advisory Board. His concern and compassion for children and education prompted President George Bush to honor him with the 411th Point of Light.