

**San Francisco Arts Commission, CA**  
**Director of Cultural Affairs**  
**Profile DRAFT**

## **THE ORGANIZATION**

Established by charter in 1932, the San Francisco Arts Commission (SFAC) is responsible for grant making to individual artists and arts and culture non-profit organizations; public art project management; care and maintenance of the City's civic art collection and four City-owned cultural centers, which include the African-American Arts and Culture Complex, the Bayview Opera House, the Mission Cultural Center for Latino Arts, and SOMArts. SFAC is also responsible for the oversight of civic design review and the galleries as well as art vendor market programs.

The San Francisco Arts Commission is the City agency that champions the arts as essential to daily life by investing in a vibrant arts community, enlivening the urban environment, and shaping innovative cultural policy.

The work of the Commission is overseen by the Director of Cultural Affairs and members of the Arts Commission, all of whom are appointed by the Mayor. The Commission meets as a whole as well as by committee, which include the Civic Design Review Committee; the Community Investments Committee; the Executive Committee; and the Visual Arts Committee.

The San Francisco Arts Commission is committed to creating a city where all artists and cultural workers have the freedom, resources, and platform to share their stories, art, and culture and where race does not predetermine one's success in life. SFAC also acknowledges that it occupies traditional and unceded Ohlone land. Fueled by these beliefs, SFAC commits to addressing the systemic inequities within its agency, the City and County of San Francisco, and the broader arts and culture sector. This work requires focus on race as inequities of the past are confronted, inequities of the present are revealed, and effective strategies are developed to move towards an equitable future.

## **THE POSITION**

Under broad policy direction from the Arts Commission (SFAC), the Director of Cultural Affairs plans, organizes, directs, and evaluates all functions and activities of the department. The Director reports to the 15 mayoral-appointed Commission and is responsible for managing a \$40 million budget and 40 employees. The Director of Cultural Affairs leads the organization in executive leadership, collaborative management, administrative excellence, and political awareness.

Essential functions of the position include, but are not limited to promoting equity through the arts and implementing the SFAC's vision for arts and culture in San Francisco; supervising staff with wide-ranging responsibilities throughout the department; directing the development of an outcome-driven annual budget and capital improvement plan for consideration and approval and ensuring all programmatic processes are compliant with City regulations and meet the highest ethical standards; communicating regularly with the Mayor regarding SFAC's activities; coordinating program and policy efforts with other city departments; and working constructively with the Board of Supervisors and community stakeholders.

## **THE IDEAL CANDIDATE**

The San Francisco Arts Commission is seeking a Director of Cultural Affairs that is a dynamic and visionary leader who inspires teamwork and relationship building. The ideal candidate will be mission-focused, transparent, collaborative, and passionate about diversity and equity in the arts. Candidates are sought who promote the highest standards for interpersonal relations, including effective listening skills, integrity, emotional intelligence, teamwork, negotiation, and problem-solving.

Excellent communication skills are essential to this position; the ideal candidate would have experience in engaging staff, commissioners, and stakeholders. The successful candidate will have a strong understanding of the Bay Area arts and culture ecosystem and the unique challenges facing artists and non-profit arts organizations in San Francisco. Experience serving diverse, historically marginalized communities and applying a racially equitable lens to the work will be highly valuable.

The ideal candidate will have the ability to work with multiple stakeholders to define and accomplish shared goals. SFAC is seeking candidates who are able to think strategically and work tactically to assess and understand the financial, legal, and political consequences of an initiative and act decisively based on those assessments. A flexible, innovative, and objective individual is sought who will adapt well to change and unanticipated challenges, both internally and externally. The selected candidate will display original and novel thinking to improve on the status quo. A candidate who exhibits objectivity in personnel and operational matters will be well-suited for this position.

Candidates must possess a baccalaureate degree from an accredited college or university and ten (10) years of leadership experience in the arts, including at least five (5) years in an executive leadership function.

## **THE COMPENSATION**

The annual salary range for the Director of Cultural Affairs position is \$134,706 to \$171,912; placement within this range is dependent upon qualifications. Appointments above the maximum may be considered based on documented and substantiated recruitment and retention issues or exceptional skills. A special approval process is necessary for appointment above the normal salary range.

The City & County of San Francisco offers an outstanding benefits package, including:

- Medical, Dental, and Life Insurance; Long-term Disability Plan;
- Defined Retirement Plan; Deferred Compensation; and Social Security;
- Paid Management Training Program; Wellness Program;
- Vacation/Holiday/Sick Time; and Administrative Leave.

## **TO APPLY**

If you are interested in this outstanding opportunity, please visit our website to apply online:  
[www.bobmurrayassoc.com](http://www.bobmurrayassoc.com)

**Filing Deadline: TBD**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the San Francisco Arts Commission. Candidates will be advised of the status of the recruitment following selection of the Director of Cultural Affairs.

*The City and County of San Francisco is an Equal Opportunity/ADA Employer and encourages women, people of color, and persons with disabilities to apply. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy, or any other legally protected characteristics.*