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Cultural Access Program Manager

Class Code:
00001

Bargaining Unit: Independent

CITY OF OLYMPIA
Established Date: Jun 28, 2022
Revision Date: Jun 28, 2022

SALARY RANGE

\$43.24 - \$52.54 Hourly
\$7,495.37 - \$9,106.83 Monthly
\$89,944.40 - \$109,281.95 Annually

DESCRIPTION:

The Cultural Access Program Manager plans, directs, and coordinates implementation of Olympia's cultural access program and administers the Cultural Access Fund to meet the requirements of enabling legislation, the objectives of City Council Resolution M-2280, and in alignment with the City Comprehensive plan and other rules and regulations related to this program. The position reports regularly on program performance and public benefit achieved. This position will function as the Cultural Access Program lead, responsible for training, directing, organizing, and reviewing work assignments of one or more program staff and consultants. The position will report to the Assistant City Manager within the Office of Community Vitality, and coordinate with a cross-departmental Arts, Cultures and Heritage (ArCH) Team.

About Inspire Olympia "Inspire Olympia" is a voter-approved cultural access initiative to increase access to arts, culture, heritage, and science experiences in Olympia by reducing barriers to access and expanding offerings, particularly for underserved youth. It is funded by a one-tenth of one percent sales tax in the City of Olympia and serves city residents. Tax collection is expected to begin January 1, 2022 and will require voter re-authorization after seven years.

ESSENTIAL FUNCTIONS:

The essential functions of this position include but are not limited to:

1. Directs develops, plans, organizes, and implements the Cultural Access Program and manages the Cultural Access Fund.
2. Responsible for overall program strategy, execution, and evaluation; budgeting and monitoring of expenditures, communications and problem-solving.
3. Acts as a liaison to the cultural access Advisory Commission appointed by City Council to make recommendations regarding program implementation including allocation of cultural access funding to meet program objectives, guidelines for evaluating eligibility of cultural organizations to receive funds, and performance evaluation to demonstrate public benefit. Documents commission meetings, communicates with board members, schedules and presents, organizes agenda and activities, assists in board orientations and retreats, and coordinates subcommittees.
4. Plans, implements, and manages the cultural access granting program and resulting contracts with local cultural organizations.
5. Seeks programmatic and administrative strategies to lower barriers and facilitate participation especially among small and emerging organizations.
6. Provides educational resources and workshops to build capacity of potentially eligible organizations for participation.
7. Encourages collaboration, mentoring, and partnerships among non-profit cultural organizations, artists, and other community partners and resources, to extend the reach and impact of cultural programming for the public.
8. Establishes process for addressing concerns with contracted non-profit cultural organizations, including performance issues, appeals and grievances.
9. Works closely with representatives of the Olympia School District and community partners to plan, implement, track and evaluate an Inspire Olympia program within the Olympia Public Schools.
10. Plans and executes contracts as needed, including agreements necessary to make available up to 10% of the Inspire Olympia Fund to support student transportation to and from cultural events, programs, and activities.
11. Coordinates with and functions as a member of the City Arts, Cultures, and Heritage (ArCH) Team to implement the recommendations of the ArCH Report and subsequent ArCH program goals, city strategic initiatives, and city Comprehensive Plan goals and actions and other plans that may be developed.
12. Develops strategic partnerships to connect, inform, and strengthen program outcomes.
13. Develops and maintains relationships within the local and regional nonprofit cultural community.
14. Represents Olympia's Cultural Access Program in the community, manages program communications for effective public education, outreach, inclusion, and transparency. Responds to media requests, gives public presentations, and participates in public events to share information about the program.
15. Responds and adapts to changing program priorities and goals as set by Council and the City Manager.
16. Develops, measures and tracks metrics for success; formulates and utilizes data and available models to monitor and evaluate the City's progress towards meeting stated program goals.
17. Implements program revisions and updates based on the effectiveness of current program elements.
18. Punctual, regular and reliable attendance is essential for successful job performance.

TYPICAL QUALIFICATIONS:

Knowledge, Skills and Abilities

1. Excellent oral and written communications skills including public speaking, public community engagement, and facilitation.
2. Ability to manage multiple projects simultaneously in high pressure environment
3. Experience working with boards/commissions/advisory groups
4. Knowledge of the Olympia community, especially related to arts, culture, science, heritage, and education fields
5. Grant program administration.
6. Knowledge of government policies, procedures, structure, laws and ordinances
7. Strong working knowledge of Word, Excel, PowerPoint, Outlook, and online programs
8. Knowledge and understanding of multiple City departments' roles and responsibilities including public programs, plans and work programs which are interconnected to the program.
9. Knowledge of current principles, practices and techniques related to public engagement, diversity, equity and inclusion, and grants administration.
10. Demonstrated experience in promoting equity and inclusion within a project, program, or public administrative setting.
11. Knowledge of enabling legislation (RCW 36.160), and familiarity with similar programs offering public support for contracted non-profit services in other states and jurisdictions.
12. Excellent interpersonal skills and ability to handle challenging situations with tact and sensitivity
13. Excellent project management skills, including skill in planning, organizing, evaluating and analyzing problems, implementing plans and programs and resolving issues.
14. Work independently, with minimal guidance, as well as an ability to work effectively in a team.
15. Demonstrated ability to manage multiple tasks or projects, balance competing demands, set priorities, and meet deadlines.

Experience/Education

- A Bachelor's degree is desirable however a combination of experience and training that provides the applicant with the knowledge and skills to perform the job will be considered
- Six (6) or more years of progressively responsible experience in public administration, community development, arts administration, cultural programming, not for profit administration, funding, education, or related field.

SUPPLEMENTAL INFORMATION:

Contacts

1. The Supervisor has contact with a wide variety of individuals and groups for the purpose of information sharing/gathering, program coordination, facilitating input, and gaining support for identified goals.
2. Primary contacts are with Section and Department staff and include cross-Departmental communications and coordination with a variety of personnel managing programs with overlapping interests and benefits.
3. Diplomacy, professionalism, enthusiasm, and strong communication and interpersonal skills are required to gain cooperation and motivate others.
4. Frequent, successful contact and interaction inside/outside the organization is critical to job and program success.

Supervision

1. The position supervises professional staff, volunteers and/or interns and consultants under contract to the city; serves as coach, mentor, and facilitator for work teams.

Accountability

1. The Supervisor is accountable for the effective planning and implementation of assigned programs and meeting program/section goals and objectives.
2. Emphasis is placed on accountability for fiscal management of complex revenue sources, delivery programs and effective technical review of alternatives.
3. Evaluation is measured relative to meeting program goals and objectives within regulatory and policy guidelines.

Working Conditions

1. Work is mainly performed indoors, in settings such as offices, conference rooms, or project dedicated working areas. ?
2. This position is eligible for remote work for at least part of the schedule subject to supervisor approval.
3. Work will sometimes involve travel to various locations including outdoor settings, activity at field or program service delivery or work sites, and occasional evening and weekend hours.

The City of Olympia is an Equal Opportunity Employer, committed to a diverse workforce. Women, people of color, and people with disabilities are encouraged to apply.

CLASS SPEC DATA:

FLSA Status - Exempt

Pay Grade - 070

Represented - No