



STATE OF OREGON  
invites applications for the position of:

# Principal Executive/Manager E (Executive Director, Arts & Cultural Trust)

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**JOB CODE:** ESS14-0001

**OPENING DATE/TIME:** 02/24/14 12:00 AM

**CLOSING DATE/TIME:** 03/12/14 11:59 PM

**SALARY:** \$5,384.00 - \$7,928.00 Monthly  
\$64,608.00 - \$95,136.00 Annually

**JOB TYPE:** Permanent

**LOCATION:** Portland, Oregon

**AGENCY:** State of Oregon-Executive Search Services

**DESCRIPTION:**



Oregon  
Cultural  
Trust

The [Oregon Arts Commission](#) and [Oregon Cultural Trust](#) have an exceptional opportunity for an experienced leader to serve as their Executive Director. The Executive Director is appointed by and will serve at the pleasure of the Director. This is a full-time, executive service position located in Salem, Oregon. If you are hired, you will become part of the State's Executive Service team.

## The Agency

The mission of the Oregon Business Development Department, dba Business Oregon, is to create, retain, expand and attract businesses that provide sustainable, living-wage jobs for Oregonians through public-private partnerships, leveraged funding and support of economic opportunities for Oregon companies and entrepreneurs. This position is located within the Oregon Arts Commission section and is responsible in providing leadership, funding and arts programs through its grants, special initiatives and services. Nine commissioners, appointed by the Governor, determine arts needs and establish policies for public support of the arts. The Arts

Commission became part of the Oregon Business Development Department (Business Oregon) in 1993, in recognition of the expanding role the arts play in the broader social, economic and educational arenas of Oregon communities. In 2003, the Oregon Legislature moved the operations of the Oregon Cultural Trust to the Arts Commission, streamlining operations and making use of the Commission's expertise in grantmaking, arts and cultural information and community cultural development.

The Oregon Arts Commission's role is to:

- lead through advocacy, policy development and planning?
- seek funding for and make grants to arts organizations and artists?
- build coalitions and encourage collaborations among the public and private sectors, arts and culture organizations, and artists? and
- ensure the arts touch the lives of all Oregonians.

The Oregon Cultural Trust's mission is to lead in building an environment in which cultural organizations are sustained and valued as a core part of vibrant Oregon communities.

The Oregon Cultural Trust is administered by the Oregon Arts Commission as part of Business Oregon. Working in partnership with the Oregon Heritage Commission, State Historic Preservation Office, Oregon Humanities, the Oregon Historical Society and the Oregon Arts Commission the vision of the Cultural Trust is Oregonians sustaining, developing and participating in our arts, heritage and humanities.

The Cultural Trust's role is to:

- increase appreciation of Oregon's arts, heritage and humanities;
- expand access to and participation in culture; and
- improve support for Oregon's arts, heritage and humanities.

## **The COMMUNITY and the CITY**

Salem, Oregon, is a growing community located in the heart of the Willamette Valley, one of the most fertile and agriculturally productive regions in the world. The area is dotted with cities, farms and forests and is considered one of the most livable areas of the country, offering a low cost of living, quality schools and mild weather.

The city covers 47 square miles and has a population of approximately 156,244. Salem, the state capital, is one of the valley's oldest cities and the second largest city in Oregon. The principal industries are agriculture, government, food processing, lumber, manufacturing, education and tourism. Salem has both private and public schools, pre-school through university level. There are four universities and two community colleges within a 35-mile radius.

The Salem area is rich with parks, rivers, lakes and recreational activities, including hiking, fishing, biking, boating, equestrian trails, organized children's sports and activities, artisan markets, theatre, museums, art fairs, music fairs and the Oregon State Fair. A short driving distance to the east is world class skiing in the Cascade Mountains. To the west are many beautiful public beaches on the Pacific Ocean. To the north is Portland, Oregon's cultural hub and largest city, and to the south are the rivers and canyons of the beautiful Rogue Valley and the annual Oregon Shakespearean Festival in Ashland.

## **DUTIES & RESPONSIBILITIES:**

The Executive Director directs the day-to-day operations. Supervision of staff setting goals, objective and policies, obtaining funding, developing programs and insuring that services are in compliance with state and federal laws and regulations. Further information regarding the responsibilities of the Executive Director can be found in the [full position description](#).

## **QUALIFICATIONS, REQUIRED & REQUESTED SKILLS:**

**Minimum Qualifications**

**Three (3) years** of management experience in a public or private organization which included responsibility for **ALL** of the following:

- a) development of program rules or policies;
- b) development of long- and short-range goals and plans;
- c) program evaluation; and
- d) budget preparation.

**OR**

**Two (2) years** of management experience in a public or private organization which included responsibility for **ALL** of the following:

- a) development of program rules or policies;
- b) development of long- and short-range goals and plans;
- c) program evaluation; and
- d) budget preparation.

**AND** 45-48 quarter hours (30-32 semester hours) of graduate level coursework in management.

In the "Work History" section on your application materials, you must clearly describe your experience in each of the a), b), c), d) areas listed. Failure to provide this information may result in eliminating your application from further consideration.

**The ideal candidate will possess the following desired attributes:**

- Knowledge of contemporary issues in regional and national arts communities
- Experience drafting, evaluating and administering grants
- Experience making presentations and working with diverse groups and communities involving multiple stakeholders, often with competing interests
- Outstanding communicator who is considered fair, just and equitable among employees, partners and stakeholders
- Demonstrated Leadership working with artists and arts and cultural organizations
- Proven success in providing leadership and vision to and forming collaborative, productive partnerships with a diverse set of stakeholders and staff
- Experience in the development, implementation and evaluation of strategic organizational goals, plans and policies
- Experience in the development, management and evaluation of a budget with diverse revenue sources and funding mechanisms
- Experience representing a board, commission, council, public agency, or other entity
- Demonstrated skill at managing conflict and decision-making
- Demonstrated ability to lead a diverse and welcoming environment where individual and cultural differences are valued and respected
- Ability to understand and navigate policy development

Only those candidates whose experience most closely match the qualifications and desired attributes of the position will be invited to an interview.

**ADDITIONAL INFORMATION:**

To apply, follow the "Apply" link above and complete the Oregon Employment Application online. All application materials must be received by the closing date/time posted on this announcement.

NOTE: A candidate's name and information will remain confidential unless determined to be a finalist. A finalist's name and information will not be released to the public unless the candidate

is notified.

This is a short form application. Only basic personal information and an attached resume are required along with your responses to the supplemental questions. The screening of candidates will be based on review of the attached resume and responses to the supplemental questions. Candidates who meet the minimum qualifications and whose backgrounds most closely match the desired attributes as outlined in this announcement will be invited to interview. Submit only the required materials.

Portfolios and other work products should not be included at this time. For additional information on attaching documents see our additional instructions.

**Veteran's Preference Points:** If you are requesting Veteran's Preference points, you must attach the necessary documentation to receive the credits. If you do not, points will not be provided.

If you require an alternate format in order to complete the employment process or have any questions, you may contact Twyla Lawson at (503-373-7677).

This announcement has supplemental information required for submission. Please see the SUPPLEMENTAL QUESTIONS section of this announcement. If you require an alternate format in order to complete the employment process or have any questions, you may contact Twyla Lawson at (503) 373-7677.

THE OREGON BUSINESS DEVELOPMENT DEPARTMENT AND THE STATE OF OREGON ARE EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYERS COMMITTED TO WORK FORCE DIVERSITY.

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**VISIT OUR AGENCY WEBSITE AT:**

[www.oregonjobs.org](http://www.oregonjobs.org)

**OUR OFFICE IS LOCATED AT:**

Salem, OR  
503-373-7677

Job #ESS14-0001  
PRINCIPAL EXECUTIVE/MANAGER E  
(EXECUTIVE DIRECTOR, ARTS & CULTURAL  
TRUST)  
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**Principal Executive/Manager E (Executive Director, Arts & Cultural Trust)  
Supplemental Questionnaire**

Your answers to the 'Supplemental Questions,' will be reviewed to determine if you meet the minimum qualifications (required) and how you meet the desired attributes (requested) for the position to which you have applied. This review may include an automated scoring process and/or a manual review of all or some of the responses. The specific questions and the scoring process used is determined by each hiring authority. Answers to questions about specific experiences must be supported in your work experience statements in the application form or, if requested, your resume.

Resumes' will **NOT** be used to determine qualifications unless it clearly states a resume is required in the job posting. Only those individuals who meet the minimum qualifications and most closely match the desired attributes will be invited to an interview.

**Transcripts are required to be attached to your application if you are using education or coursework to meet the minimum qualifications.** Transcripts must be from an accredited institution and clearly show 1) your name; 2) the name and address of the institution; 3) the degree received and; 4) required courses completed with a passing grade.

For application purposes, photocopies are acceptable; however official or original documents may be requested to validate education.

**NOTE:** This (transcript) requirement does not apply to all initial applications for positions with the Oregon Legislature or the Oregon Judicial Department; in those branches the requirement, if any, for transcripts is as indicated on the job announcement.

- \* 1. Which of the following best describes your **highest related level of education**?
- High School Diploma or Equivalent
  - Some College Coursework, No Degree Received
  - Associate's Degree
  - Associate's Degree and additional coursework
  - Bachelor's Degree
  - Bachelor's Degree and additional coursework
  - Master's Degree
  - Master's Degree and additional coursework
  - Doctorate Degree
  - Doctorate Degree and additional coursework
  - None of the Above
- \* 2. Which of the following best describes the number of **graduate level (500 level or higher)** credit hours you have completed? If you have not completed coursework at this level, enter N/A.
- N/A
  - 4 Quarter hours/3 Semester hours
  - 8 Quarter hours/5 Semester hours
  - 12 Quarter hours/8 Semester hours
  - 16 Quarter hours/11 Semester hours
  - 20 Quarter hours/13 Semester hours
  - 24 Quarter hours/16 Semester hours
  - 28 Quarter hours/19 Semester hours
  - 32 Quarter hours/21 Semester hours
  - 36 Quarter hours/24 Semester hours
  - 40 Quarter hours/27 Semester hours
  - 44 Quarter hours/29 Semester hours
  - 45-68 Quarter hours /30-45 Semester hours
  - 69-95 Quarter hours /46-63 Semester hours
  - 96-143 Quarter hours /64-95 Semester hours
  - 144-191 Quarter hours /96-127 Semester hours
  - 192-239 Quarter hours /128-159 Semester hours
  - 240 or more Quarter hours /160 or more Semester hours
- \* 3. Which of the following best describes the **focus of your degree**?
- Business Administration
  - Public Administration
  - Other Related Degree
  - My degree is not related
  - I do not have a degree
- \* 4. Which of the following best describes the focus of your **graduate level coursework**?
- Business Administration
  - Public Administration
  - Other Related Education
  - My graduate coursework is not related
  - I have not completed coursework at the graduate level

- \* 5. If you selected "Other Related Education" in question 3 or 4, please identify the focus of your degree or graduate level coursework. If you did not, enter N/A.
- \* 6. Which of the following best describes your level of **management** experience in public or private organization which included responsibility for **ALL of the following**: a) development of program rules or policies, b) development of long- and short-range goals and plans, c) program evaluation, **and** d) budget preparation?
- less than 6 months
  - 6 to 11 months
  - 12 to 17 months
  - 18 to 23 months
  - 2 years
  - 3 years
  - 4 years
  - 5 years
  - 6 years
  - 7 years
  - 8 years
  - 9 years
  - 10 years or above
  - None of the above
- \* 7. Please select the following experience you possess by checking all that apply and then answer questions 8-14, as appropriate.
- Knowledge of contemporary issues in regional and national arts communities
  - Experience drafting, evaluating and administering grants
  - Experience making presentations and working with diverse groups and communities involving multiple stakeholders, often with competing interests
  - Demonstrated Leadership working with artists and arts and cultural organizations
  - Proven success in providing leadership and vision to and forming collaborative, productive partnerships with a diverse set of stakeholders and staff
  - Experience in the development, implementation and evaluation of strategic organizational goals, plans and policies
  - Experience in the development, management and evaluation of a budget with diverse revenue sources and funding mechanisms
  - Experience representing a board, commission, council, public agency, or other entity
  - Demonstrated ability to lead a diverse and welcoming environment where individual and cultural differences are valued and respected
  - None of the above
- \* 8. Describe your knowledge of contemporary issues in regional and national arts communities.
- \* 9. Describe your experience drafting, evaluating and administering grants.
- \* 10. Describe your experience making presentations and working with diverse groups and communities involving multiple stakeholders, often with competing interests.
- \* 11. Describe how you have provided leadership working with artists and arts and cultural organizations.

- \* 12. Describe how you have provided leadership and vision to and forming collaborative, productive partnerships with a diverse set of stakeholders and staff.
- \* 13. Describe your experience in the development, implementation and evaluation of strategic organizational goals, plans and policies.
- \* 14. Describe your experience in the development, management and evaluation of a budget with diverse revenue sources and funding mechanisms.
- \* 15. Describe your experience representing a board, commission, council, public agency, or other entity.
- \* 16. Describe your ability to lead a diverse and welcoming environment where individual and cultural differences are valued and respected.
- \* 17. This job posting requires you to include the following: **Resume required:** Include a resume that clearly demonstrates how you meet the qualifications and desired attributes of this announcement. Attach a resume in the attachments section of the job application. If you are selected as a finalist for this position, your resume may be shared with stakeholders as part of the final interview process.  
Did you include your **resume** with your on-line application?  
Yes   No

\* Required Question