



ARTS & CULTURE MANAGER



THE COMMUNITY

The City of Richmond, California, known as the “City of Pride and Purpose”, is a vibrant and diverse community of more than 116,000 residents located on the eastern shore of San Francisco Bay—just five miles north of Berkeley and seven miles northeast of downtown San Francisco. Best known for its role as the most productive shipbuilding center of World War II, Richmond has grown into an important industrial, commercial, shipping, and transportation hub, while also diversifying into biotechnology, green technology, alternative energy, and artisanal food manufacturing. Its central location and multimodal transportation network – including BART, Amtrak, AC Transit, ferry service, and two major interstates – make it one of the most accessible and well-connected cities in the Bay Area.

Richmond is one of the most racially and ethnically diverse cities in the Bay Area, with a population that is approximately 46.9 percent non-white Latino, 16 percent African American, 19.3 percent white, and 15.5 percent Asian¹. Richmond is a warm and welcoming City due to the diversity of its residents, businesspeople, land use and its historic contributions to the future of the nation. With some of the most affordable housing prices in the Bay Area, neighborhoods and housing options offer a whole palette of lifestyle choices.

The City of Richmond is the perfect location to “play in the Bay” and explore with distinct neighborhoods, the Bay Trail and 32 miles of shoreline, museums, golf, water sports, two unique islands, live theatre, excellent shopping and attractive hotels, diverse dining, cultural events and activities, and much more. Through its nine community centers, two aquatic centers, and libraries (one main and two branches), the City sponsors a variety of activities to support Richmond’s adult, youth, and senior populations. The City is also home to the Rosie the Riveter/World War II Home Front National Historical Park, which aims to preserve and interpret Richmond’s role in our nation’s home front response to World War II.

The City has one of the most progressive city governments in California. The City of Richmond is



Credit: Marlon Coleman

working on developing and implementing programs and policies with a focus on health and racial equity, in order to enhance the quality of life and ensure fair outcomes for all residents. Richmond is a full-service city operating under a City Council-City Manager form of government, with a mayor elected at-large and six council members elected by district. The City is operating in Fiscal Year 2025-26 with a general fund budget of approximately \$258 million and 664 FTEs. Combining a proud history, an innovative future, and a vibrant lifestyle, Richmond is truly the perfect place for an Arts and Culture Manager to not only lead but also thrive! To learn more, go to: www.ci.richmond.ca.us.

THE POSITION

Under the Economic Development Department, the Arts and Culture Manager plays a key leadership role in shaping the creative vision of the City. Working collaboratively with City departments, commissions, local artists, non-profits, businesses, and community groups, this position develops and oversees arts initiatives that enrich public spaces and elevate the cultural experience citywide.

This role leads the activation and management of public/private art projects, administers contracts and grants, and ensures the effective delivery of arts programs and partnerships. Serving as a primary liaison to the Arts and Culture Commission, the Manager provides expert guidance, technical support, and strategic direction



¹Quick facts Richmond city, California. 2023 American Community Survey 5 year estimates.

<https://www.census.gov/quickfacts/richmondcitycalifornia>

to help advance public art goals across the community. Primary duties include but are not limited to the following:

- Supervising the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Managing the Arts and Culture Commission monthly meeting agendas, meeting minutes, and related art projects.
- Assisting in the development of policies and procedures for the Public Arts Program.
- Interfacing with the community and professionals in the identification of sites suitable for public and private arts projects.
- Researching and recommending public art sites for projects.
- Preparing memorandums, letters, and written and oral reports. Preparing and distributing documents for reports to the Arts and Culture Commission, City staff, City Council, and the community.
- Developing Requests for Qualifications (RFQs) and Requests for Proposals (RFPs); researching and making appropriate recommendations, coordinating consultant selection process and contracts, writing and administering grants and contracts, and monitoring projects.
- Performing related work as required.

CORE FUNCTIONS

Program and Event Management: Plans, organizes, implements, and coordinates with community stakeholders and other departments a wide range of art and cultural programs and events, such as art exhibitions, festivals, concerts, murals, and arts education programs.

Public/Private Arts Management: Coordinates the acquisition, installation, conservation, and maintenance of publicly owned artwork, and developing policies for new temporary and permanent installations in coordination with other departments and stakeholders.



Funding and Grants Administration: Manages and distributes grants, fellowships, and other financial assistance to local artists, cultural organizations, and community groups to support their projects and operational needs.

Partnership and Community Engagement: Builds relationships with local, regional, and state arts organizations, educational institutions, and businesses to foster collaboration and ensures broad community participation in planning and project ideas.

Cultural Planning and Advocacy: Leads the development of city-wide cultural plans and serves as an advocate for the arts to city leadership and other departments.

Economic/Business Development and Tourism: Utilizes arts and culture as a strategy to create jobs, attract tourists, stimulate local business activity, and foster a creative workforce.

Facilities Management: Manages and develops arts and cultural facilities and venues, such as theaters, galleries, and live-work spaces for artists.

Marketing and Outreach: Promotes the city's cultural assets, events, and initiatives to residents and visitors through various social media channels and marketing publications to increase public awareness and participation.



Preservation of Heritage/Legacy:

Engages in efforts to preserve and celebrate local history, cultural heritage, and traditions as a legacy for future generations.

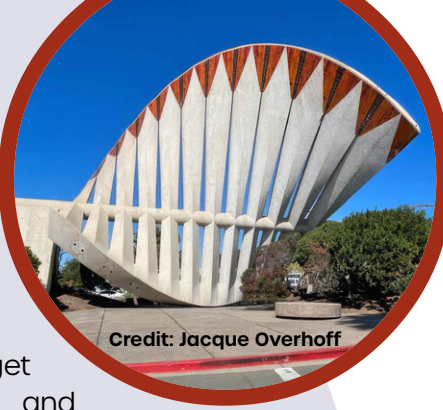
The Arts & Culture Division has a budget funded by both the General Fund and developer fees marked specifically for public/private arts projects. Grant funding is an additional revenue source and can be drawn from government sponsored grants and private donors.

THE IDEAL CANDIDATE

The City of Richmond is seeking a strong communicator who is technically savvy and has a strong ability to lead as their next Arts and Culture Manager. The ideal candidate brings a strong foundation in modern office practices and software, public/private art programs and project management, business administration, and construction project oversight. They possess a thorough understanding of arts program planning, funding, development, and evaluation, as well as federal, state, and local laws related to the arts and public art funding sources. Skilled in organization, time management, community needs assessment, event and performance management, fundraising, and public speaking, this professional communicates clearly both in writing and verbally and excels at building effective working relationships.

The role requires expertise in preparing RFQs and RFPs in accordance with procurement policies and procedures, managing the art selection process, and producing clear and comprehensive reports and correspondence to support the City's arts and cultural initiatives. The ability to follow the legal and regulatory requirements, as well as the commitment to seeing arts and culture projects to fruition in a timely manner, is essential for success in this position.

Qualified candidates possess a Master's degree in Business Management, Public Art Program Management, or Museum Program Management, or otherwise related field of study; along with five (5) to seven (7) years of experience in municipal public art program or project management. Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities is



qualifying. The incumbent must be able to travel to various locations within and outside of Richmond to meet program needs and to fulfill the job responsibilities. When driving on City business, maintenance of a valid California driver's license and satisfactory driving record is required.

COMPENSATION

The salary for the Arts and Culture Manager is \$144,017 - \$175,054 annually; with negotiated wage increases of 5% on July 1, 2026, and 5% on July 1, 2027. Placement within this range is dependent on qualifications and experience. In addition to salary, the City offers an outstanding benefits package that includes:

Public Employees Retirement System (PERS) - Classic 2.7% at 55 and PEPR 2% at 62

Longevity Pay - at 10 years (1%), 15 years (3%), and 20 years (5%)

CalPERS Medical Plan - Managed through CalPERS with multiple plan options maximum benefit paid by the City of Richmond is the Kaiser HMO family rate (\$50 monthly employee contribution)

Dental Insurance, Vision Insurance and Employee Assistance Program (EAP) - all provided at no cost to the employee

Life Insurance - 2x annual salary up to \$250,000 benefit

Long Term Disability Insurance - 60% of salary up to \$5,000 per month after 30 day waiting period

Holidays - 14 paid Holidays per calendar yr, 5 days and 2 hours of floating holidays per calendar yr.

Administrative Leave - 7 days each fiscal year

Vacation – 10 days, increases after three years and potential vacation credit of up to 10 years for prior professional or managerial experience

Sick Leave – 12 days annual sick leave

City offers an optional employee-paid deferred compensation plan.

Optional Flexible Spending Accounts – Health Care, Dependent Care, and Transportation

Professional Development and Tuition Reimbursement

Additional Benefits – information can be found [here](#).

REQUIREMENTS

COVID-19 Vaccination Requirement

The City's **policy** is that all persons hired on or after October 18, 2021, must be fully vaccinated, including the booster, for COVID-19. New employees will be required to provide proof of complete vaccination or have an approved medical or religious accommodation before employment may commence. If you have any questions regarding this policy, please contact Human Resources.

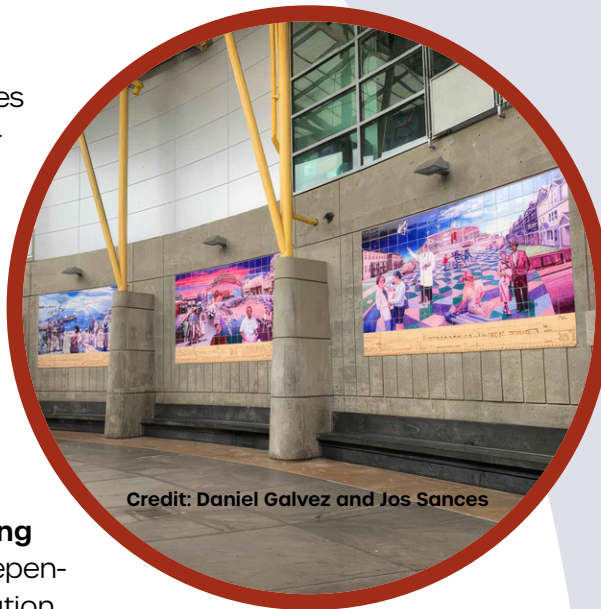
APPLICATION AND EMPLOYMENT LIST PROCESS

TO APPLY: Interested individuals must **apply online** by fully completing the City of Richmond Employment Application, including answers to three supplemental questions.

Candidates must attach a resume and cover letter to their application for the application to be considered complete. Incomplete applications or those lacking in sufficiently detailed information will be rejected; resumes will not be accepted in lieu of a thoroughly completed application. Each applicant must apply with a monitored email address.

All communication regarding this recruitment will be via email. Each applicant must apply with a monitored email address.

QUALIFYING PHASE: All completed applications will be evaluated based on job-related qualifications criteria, which could include desirable qualifications



and the specific needs of the hiring department(s). A phone screening may be included at this phase. Candidates may be screened for better qualified.

EXAMINATION PHASE: A limited number of the most suitably qualified candidates will receive a supplemental questionnaire, which must be completed and submitted. The questionnaire will be scored according to a rating matrix (weighted 100%). An Employment List will subsequently be established. Having all of the minimum qualifications guarantees neither advancement nor placement on the Employment List.

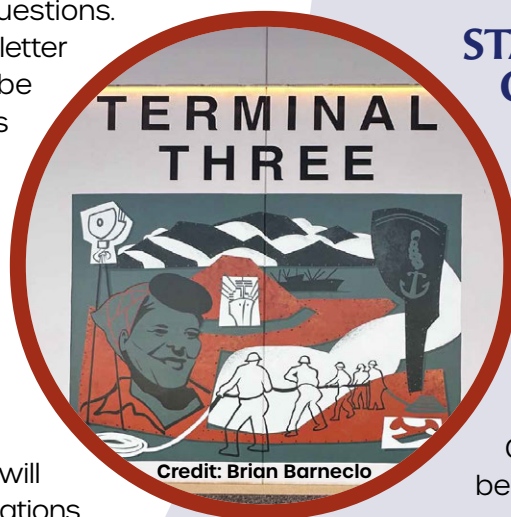
EMPLOYMENT LIST: A ranking of "A" (Best Qualified), "B" (Well Qualified), or "C" (Qualified) is required to achieve a position on the Employment List. This Employment List will be in effect for a maximum of two (2) years; however, the list may be canceled, without notice, after six (6) months.

Following the establishment of the Employment List, candidates will be referred to the hiring department for final interview(s).

STANDARD CITY OF RICHMOND STATEMENTS

Immigration Reform Control Act

In compliance with the Immigration Reform Control Act of 1986, individuals offered employment by the City of Richmond will be required to show documentation of eligibility to



work in the United State as a condition of employment.

Non-Discrimination Policy

The City of Richmond is an Equal Employment Opportunity (EEO) employer, and prohibits discrimination against any applicant on the basis of race, religion, citizenship, color, national origin, ancestry, physical or mental disability or medical condition, genetic information, marital status, reproductive health decision-making, sex, gender, gender identity, gender expression, age (40 and over), sexual orientation, or military or veteran status or any other basis protected by law.

Disaster Service Workers

California Government Code Title I, Sections 3100 - 3109, declare all public employees to be Disaster Service Workers subject to such disaster service activities as may be assigned to them by their superiors or by law. More information can be found [here](#).

EEO/ADA/DRUG-FREE WORKPLACE

WEBSITE: www.ci.richmond.ca.us

**Filing Deadline:
June 21, 2026**

Following the closing date, applications will be screened according to the qualifications outlined above. Top candidates will be invited to personal interviews with Bob Murray & Associates. The most qualified candidates will receive a supplemental questionnaire that will be scored, and after the scoring of the supplemental questionnaire, top scoring candidates will be placed on an employment list. Interviews will be held with the City of Richmond. 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. Candidates will be advised of the status of the recruitment following selection of the Arts and Culture Manager.

If you have any questions, please do not hesitate to call:

Mr. Ian Schmutzler
Bob Murray & Associates
(916) 784-9080



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

