



City of Oakland

Cultural Affairs Manager

Department of Economic and Workforce Development



Mission Statement: The Department of Economic and Workforce Development works to bring about a strong, vibrant, and equitable economy in Oakland. Our mission is to increase investment in Oakland in a way that grows the City's economy, supports fiscal sustainability, expands job opportunities for all residents, and enhances the City's quality of life and sense of belonging.

The Opportunity

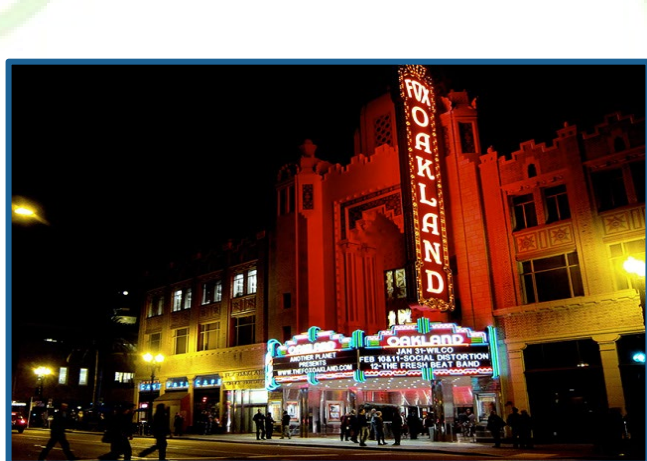
The City of Oakland is seeking an experienced, innovative leader to serve as Cultural Affairs Manager. This is a critical role within the City, overseeing the Cultural Affairs Division and guiding the City's arts and culture strategy, in alignment with the City's adopted Cultural Plan, *Belonging in Oakland*, and the *Economic Development Action Plan* currently under development. This position is an extraordinary career opportunity for an experienced and expert arts professional to provide strong leadership in a city that is a hub for artists and cultural workers and boasts one of the largest populations of artists on the West Coast.

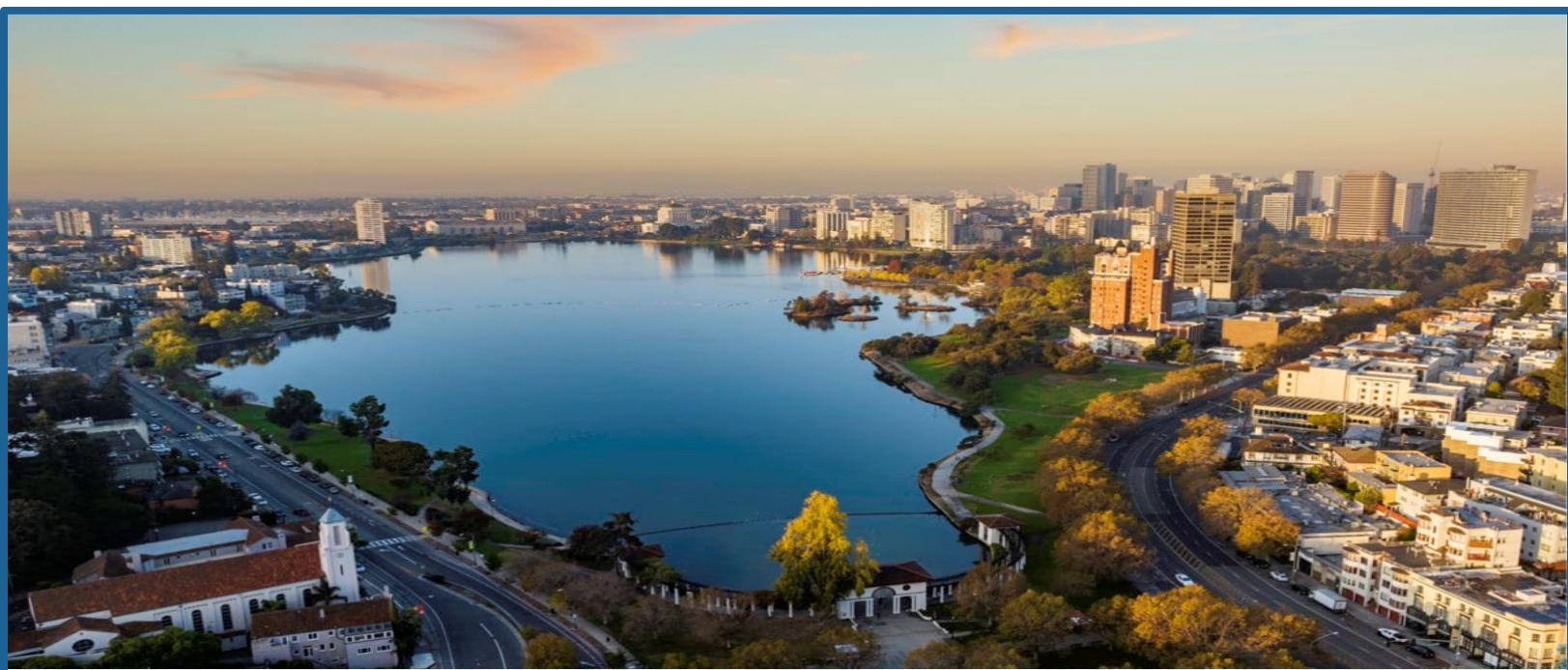
This Civil Service position sits within the Economic and Workforce Development Department (EWDD). EWDD is comprised of six dynamic divisions: Business Development, Real Property Asset Management, Cultural Affairs, Workforce Development, Special Activities, and Public/Private Development. The Cultural Affairs Manager is responsible for shaping and implementing policies and programs that preserve, support, and elevate Oakland's diverse artistic and cultural communities.

This role requires a strategic and collaborative leader who can leverage philanthropic, public, and private resources to expand the City's cultural impact, manage the Division's operating budget, and cultivate community-driven cultural development.

This position leads a dedicated team managing key programs and initiatives including:

- ❖ Cultural support programs to support artists and cultural organizations through grantmaking (when funding is available), technical assistance, and resource referrals
- ❖ The Public Art Program, enhancing the visual landscape of the City through creative expression
- ❖ Partnerships with local cultural institutions, including the Oakland Museum of California (OMCA), Children's Fairyland, Chabot Space & Science Center, and the Oakland Asian Cultural Center
- ❖ The Just City Cultural Fund, a funding partnership between the City of Oakland, the Akonadi Foundation, and the East Bay Community Foundation
- ❖ The Cultural Strategists-in-Government Program, embedding artists within City departments to inform public policy
- ❖ Development and implementation of a cultural districts program to help celebrate and sustain Oakland's cultural identity





Oakland: A City of Culture and Creativity

Oakland is the eighth largest city in California with an estimated population of 440,000 residents. Sitting on the eastern shore of the San Francisco Bay, Oakland is the major employment center of the East Bay. It is known for its vibrant and eclectic neighborhoods and commercial districts, a diverse economic base with many long-time employers, a mixed-use downtown known for its food and entertainment scene, and many cultural and recreational amenities. Oakland is one of the most diverse cities in the nation, with more than 125 languages and dialects spoken.

Oakland's arts scene is one of the City's defining strengths. It is home to a large population of artists representing all artistic disciplines—including the visual, performing, industrial and literary arts. Signature events like Friday nights at the Oakland Museum of California and other cultural festivals draw thousands of visitors each month, showcasing the city's creative energy and community spirit. The historic Paramount Theatre, Fox Theater, and Henry J. Kaiser Center for the Arts serve as anchors in Oakland's flourishing entertainment and performing arts sector, while smaller venues and grassroots arts organizations provide essential platforms for local talent across the City. The City is also home to the nationally-recognized Oakland Museum of California (OMCA) and has its own ballet and symphony companies. Many of Oakland's neighborhoods are home to important art and cultural organizations such as the Malonga Casquelourd Center for the Arts, Eastside Arts Alliance, and Destiny Arts. These are only a few examples of the creative community that exists in Oakland.

Despite challenging budget constraints, the City remains committed to supporting and sustaining its arts and culture community and to being a place where artists can live, work, and thrive. Oakland's identity as a hub for arts and culture is a source of great civic pride and its preservation is also an important economic development goal for the City.

Example of Duties:

- ❖ **Leading the Cultural Affairs Division:** Overseeing all existing arts programs and designing and launching new initiatives. Setting goals, objectives, and success metrics to guide the Division's work. Guiding and articulating the City's vision for arts and culture.
- ❖ **Managing Division Staff:** Hiring, training, and supervising staff; assigning tasks and evaluating performance.
- ❖ **Overseeing Budget and Contracts:** Working with the Director and fiscal team to develop the Division's budget and review and approve contracts and spending.
- ❖ **Attracting and Raising Funds:** Generating funding from philanthropy, public sources (including county, state, and federal governments), and private donors to deepen the City's support of the arts. Building relationships with potential funders. Identifying new and creative financing tools.
- ❖ **Preparing and Presenting Reports:** Writing and presenting reports to the Mayor, City Council, City Administrator, and other boards and committees.
- ❖ **Serving as City's Representative:** Attending community meetings, cultural events, and arts gatherings—often outside regular work hours—as the senior arts leader representing the City.
- ❖ **Guiding Policy Bodies:** Managing the City's Cultural Affairs Commission and Public Art Advisory Committee, volunteer bodies that inform the Division's work and the decision making of elected officials.
- ❖ **Engaging with the Community:** Building and maintaining relationships with the diverse range of arts and culture stakeholders in Oakland and being responsive to these constituents.



Minimum Qualifications:

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable:

Education:

A Bachelor's degree from an accredited college or university in arts administration or public administration or a related degree. A Master's degree is desirable.

Experience:

Five years of progressively responsible work experience in arts administration and program development, including a minimum of two years of public or governmental administrative experience, and two years in a supervisory role.

License or Certificate / Other Requirements

Individuals who are appointed to this position may be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.



How to Apply

Applications will be accepted at: [Click here](#). The filing deadline is Sunday, September 21, 2025. To be considered, please submit your application and cover letter outlining the background and experience that makes you the ideal candidate. Email Briana Wong, HR Analyst at BWongOaklandca.gov with any questions about the recruitment process.

