

PUBLIC FELLOWS PROGRAM

Job Title:	Impact and Assessment Manager
Organization:	City of Seattle Office of Arts & Culture
Location:	Seattle, WA
Stipend:	\$67,500 with health insurance for the fellow
Start Date:	September 1, 2017

ORGANIZATION DESCRIPTION

The Seattle Office of Arts & Culture (ARTS) was chartered in 1971 to oversee the City’s grant funding and public art programs. With a 2017 budget of \$12 million and a staff of 34, ARTS continues to manage seven different funding programs and the installation of dozens of public art projects throughout the city. In recent years, ARTS work has grown significantly in several areas that are more policy-focused. These areas include issues of space affordability, racial equity and social justice, and arts education and creative youth development. In particular, ARTS has launched an arts education partnership with Seattle Public Schools and the Seattle Foundation called **The Creative Advantage**, with a goal of ensuring access to high quality arts learning for all students in Seattle. A significant focus of The Creative Advantage in the coming years will be the establishment of Media Arts Skill Centers, whose goal will be to create pathways for students into creative industry careers. To inform the development of that work, ARTS will be developing several creative economy strategies in partnership with other city departments and the University of Washington’s Evans School of Public Policy and Governance. Please visit our website at www.seattle.gov/arts.

POSITION DESCRIPTION

As the work of ARTS has expanded, new measures and metrics are needed to accurately assess the impact of the office’s work. The Impact and Assessment Manager will report to ARTS’s director, and will be part of the projects team, which includes the growing program areas of arts education, cultural space, racial equity, and creative industries. S/he will work with staff to research and develop strategies that will inform The Creative Advantage’s expansion into Skill Centers and Creative Industries pathways. The candidate will provide evaluation and feedback about The Creative Advantage’s current program and planning, and will identify performance indicators, develop quality assurance strategies, train program employees, maintain contact with program partners, and ensure all program aspects comply with institutional requirements. The candidate will also work with program staff throughout the office to explore new and innovative way to assess and evaluate the impact of ARTS’s work more broadly.

Key duties and responsibilities:

- Work with staff to identify metrics that can better capture the impact of the work of the Office of Arts & Culture;
- Create processes for the ongoing iterative assessment and evaluation of The Creative Advantage and other projects;
- Work with staff and community partners to assess the current impact of ARTS’s programs;
- Assist in determining Seattle’s arts and culture indicators;

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You may *not* contact the host institution to inquire about this position.

- Analyze a variety of data from various reports on the creative economy and creative industries;
- Develop a research framework to prioritize and triage data found in **Creative Vitality Index (CVI)** and determine data gaps; and
- Synthesize information into clearly articulated oral and/or written presentations and recommendations.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Interest and experience in qualitative and quantitative research methods, including data analysis and metrics evaluation;
- Ability to present complex research and data to nontechnical/nonacademic stakeholders;
- Ability to work collaboratively and effectively with colleagues across multiple teams;
- Passion for inclusion, listening, and engaging diverse communities;
- Strong analytical skills with the ability to see patterns in data and weave information into compelling narratives;
- Multicultural experience and cross-cultural competency;
- Skill in planning, developing, and executing complex long-term projects that involve diverse stakeholders;
- Strong attention to detail, accuracy, and thoroughness; and
- Ability to learn new research and data analysis methods as required.

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program: www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 22, 2017, 8 p.m. Eastern Daylight Time

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