

**Colorado Office of Economic Development & International Trade (OEDIT)
Director Creative Industries Division**

The Director will advance Colorado's thriving creative economy by strengthening alliances, initiatives and programs involving arts, culture, business and government leaders to position Colorado at the center of global innovation and entrepreneurship.

BACKGROUND

The Office of Economic Development and International Trade ([OEDIT](#)) cultivates a positive business climate for Colorado, in the process offering a range of services to businesses, entrepreneurs and innovators. Colorado Creative Industries (CCI) is a division of OEDIT whose purpose is to position the state as a hub of innovative thinking, practice and business... a place where out-of-the-box creators from all walks of life can relocate to develop their art, companies, products, services, performances and experiences that enrich the lives of residents and visitors to [Colorado](#).

With an annual budget of \$2.8 million and a staff of 5, CCI promotes the creative industries sector as integral to the state's economic and social fabric and its quality of life. The sector accounts for \$16,861,709,000 and 3.9% of the Colorado economy and contributes 102,383 jobs. Through capacity building, grants, convenings, orchestrated collaborations and government support, CCI will foster development of six creative economy subgroups: film & media, literature & publishing, performing arts, visual arts, design and heritage. CCI's goal is to ensure that all Coloradans have access to creative environments and experiences, in the process also advancing Colorado's unique cultural heritage and economy.

BASIC FUNCTION

The Director is responsible for strategic planning, direction, management, implementation and evaluation of all CCI operations, programs & services, personnel, contractors and internal and external messaging and marketing. Reporting to the Executive Director of OEDIT and a Creative Industries Council of 11 members appointed by Governor Polis, the Director represents CCI and the Council to governmental and legislative bodies in Colorado; the Federal National Endowment for the Arts; arts & cultural organizations in and outside of Colorado and to creative industry business leaders, foundations, the media and the public.

The Director's immediate priorities will be to:

- **In the first 120 days**, work with the Governor-appointed members of the Council on Creative Industries and CCI staff to thoroughly understand all facets of Colorado creative ecosystem, its diverse business, arts & culture and civic society constituents and develop a shared vision for the CCI.
- **Translate the vision into effective programs** that advance specific initiatives, incorporating input from constituents and stakeholders who represent key industries, municipalities, special districts, schools and leaders across Colorado.
- **Collaborate** with the artists and arts nonprofits, funders, community institutions and the business community to bring forth their best ideas, efforts, resources and contacts in support of Colorado's creative industries and the state's arts & culture ecosystem.
- **Manage CCI's finances** with the OEDIT team to ensure solid planning, budgeting and financial reporting.

MAJOR RESPONSIBILITIES

The Director will have the following major responsibilities:

- **Management and Program Development:** Work with OEDIT Director and Council members to develop appropriate policies to ensure the efficiency and effectiveness of agency operations; Establish annual performance measures that support the Division's strategic plan and ensure that appropriate systems are in compliance with all legal and regulatory requirements to facilitate the development and delivery of programs and services, policy development, administration and operations and resource development. Recommend new initiatives and programs as well as the modification or discontinuation of programs as appropriate.
- **Financial Management:** Develop annual budget, state budget requests and National Endowment for the Arts partnership agreement and regularly communicate financial and budgetary matters to Council members.
- **Investment in CCI Initiative:** Work with external funding partners including the National Endowment for the Arts and private foundations to manage resources and grant compliance reporting. Increase outside revenues from individuals, corporations and foundations for future sustainable projects while ensuring compliance with federal grant and state fiscal rules, policies and procedures.
- **People Management:** Hire and lead staff in managing and administering the Division's initiatives, programs and services.
- **Partnering and Advocacy:** Develop alliances and partnerships with other governmental agencies, businesses and private foundations to extend and amplify resources. Establish and maintain positive relationships with state government officials, legislators and constituents from both rural and urban areas in Colorado. Be on the ground visiting and connecting with rural and urban communities to assess needs and asses with them desired outcomes and solutions.
- **Leadership:** Provide leadership on behalf of the state, region and nation on matters concerning arts, culture and creative industries as economic and community development drivers.

CANDIDATE EXPERIENCE AND CHARACTERISTICS

The ideal candidate will have the following experience and qualifications:

- Significant management and leadership responsibility in nonprofits, businesses, foundations or government entities that advance artists, arts organizations, creative and cultural initiatives and economic development programs, policy or investments at a community, state or national level;
- A demonstrated track record galvanizing diverse partners in support of program, performance, exhibition, economic development, citizen involvement, neighborhood & regional development, festivals, events and other initiatives at the intersection of art, culture, economy and civic life;
- Expertise and knowledge in long-range and strategic planning, policy development and fiscal management, fundraising strategies, community and economic development,

program development and management, personnel management and public administration; knowledge of economic data and trends in creative industries and economic development;

- Proven ability to work successfully with donors, community leaders, artists, curators, educators, political and business leaders and boards to develop a unified plan to strengthen Colorado's profile as a vibrant creative hub;
- Outstanding oral and written communication skills, including the means to address issues in non-confrontational and non-polarizing ways, but nevertheless with determination and cultural sensitivity; a track record as an effective communicator with diverse groups and media channels;
- Understanding of state, city or county governance; proven ability to operate effectively in a complex environment where public service is the guiding principle and resources are limited; Ability to work effectively with diverse interests through coalition building, community relations and advocacy;
- Practical experience marketing and raising the public profile of creative industries and practical experience in connecting art and creativity and its creators to the economic development of the region;
- A good listener and strategist; comfortable receiving input from many sources, and able to analyze and formulate disparate information into a sound, well-organized plan; intrepid yet tactful; determined yet respectful of others' concerns; someone with the flexibility and creativity needed to find alternative ways to reach objectives when barriers arise; a skilled negotiator who does not drive themselves or others into a corner;
- A team builder – confident and competent, with strong skills in management and leadership; one who understands the subtleties of motivating and directing a diverse group of personalities with different work styles

COMPENSATION AND BENEFITS

Salary Range: \$120,000 - \$140,000 annually

To learn more about State of Colorado benefits, please visit:

<https://www.colorado.gov/dhr/benefits>

EQUITY, DIVERSITY AND INCLUSION

The State of Colorado has issued the follow statement on equity, diversity and inclusion as a matter of state policy:

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin,

marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law. To learn more about the "State of Colorado For All", visit their [Equity, Diversity, and Inclusion website](#).

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