

Asian American Resource Center



**Culture and Arts Education Manager
Hiring Process FY18**

Mission and Vision

Vision: Empower Austin's diverse communities through cultural understanding and life-enhancing opportunities.

Mission: Provide spaces, services, programs and resources through an Asian American Pacific Islander (AAPI) perspective.



Presentation Goals

- I. Update on Recruitment
- II. Desired Outcomes
- III. Process
- IV. Outreach
- V. Timeline



Update on Recruitment

Posted: TBD

Will Close: TBD

Advertised on:

- City of Austin Website
- Texas Association of Museums
- Association of Asian American Studies
- National Association of Ethnic Studies

DESIRED OUTCOMES

1. Conduct a hiring process that is transparent
2. Involve the community in an appropriate manner
3. Comply with Municipal Civil Service regulations
4. Select the best candidate for the job.



PROCESS

1. Recruitment Application: Preferred Qualifications require subject matter expertise in Asian or Asian-American history and/or visual arts and programming experience related to Asian and/or Asian American cultures.
2. Conduct focus groups with community to collect feedback regarding desired characteristics of the new leader: early June. Surveys also available
3. Craft questions to include community feedback and preferred qualification technical skills
4. Conduct phone interviews to cull the pool of 40+ candidates: skill and technical questions
5. Interview panel will include community members from Asian American Communities: combination of character and skill/technical questions
6. Final interview panel with Executive Staff
7. On the same day, Public Meeting to meet and greet finalists; public will fill out evaluation card counted as part of the total score.

TARGET DATES

Application period: May 16-June 17, 2018

Public meetings:

Monday, June 4, 7pm-8:30pm

TBD.

Thursday, June 7, 7pm-8:30pm

AARC

Saturday, June 9, 10am-11:30am

AARC

Opinion Board at the AARC: June 4-7

Online Survey: May 16-June 9

Interviews:

- Interviews begin: Week of June 25-July 20
- Public meeting and final interview: Week of July 9th
- Top candidate selected: July 15th
- Top Candidate begins: Mid to late August 2018



Contact Information

Laura Esparza, Division Mgr.
Museums and Cultural Centers
(512)974-4001,
Laura.esparza@austintexas.gov

