

EMMA S. BARRIENTOS MEXICAN AMERICAN CULTURAL CENTER



**Culture and Arts Education Manager
Hiring Process FY20**

Presentation Goals

- I. Update on Restructuring & Recruitment
- II. Municipal Civil Service
- III. Desired Outcomes
- IV. Process
- V. Target Dates



Mission

The Emma S. Barrientos Mexican American Cultural Center is dedicated to the preservation, creation, presentation, and promotion of the cultural arts of Mexican Americans and Latino cultures.



Update on Recruitment

To be Posted: 12/16/2019

To be Closed: 1/12/2020

Advertised on:

- City of Austin Website
- Texas Association of Museums
- Americans for the Arts Website
- Indeed
- ESB-MACC Website

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.



Municipal Civil Service Competitive Selection

- ❖ Merit and Fitness Requirements
- ❖ Competitive Selection Process
 - ❖ Job Qualification in Posting
 - ❖ Submission of Application
 - ❖ Evaluation of Candidates

The Competitive Process shall use a rating matrix to determine the top Candidate, using numerical scoring to award points for relevant experience; seniority, Preferred Qualifications; assessment scores (when applicable) and interview scores, including predefined factors for responses that align with the scoring system.

Municipal Civil Service

“Except as provided in these Rules, no Competitive Position in the Classified Municipal Civil Service may be filled **except** after Posting in a format and manner **approved** by the Human Resources Department, and an evaluation of Candidates through a **Competitive Process** is conducted **in compliance with these Rules.**”

PROCESS

1. Recruitment Application: Preferred Qualifications require subject matter expertise in Latino or Mexican American history and/or visual arts and programming experience related to Latino and/or Mexican American cultures.
2. Conduct focus groups with community to collect feedback regarding desired characteristics of the new leader: December 10 & 11th. Surveys also available in Spanish and English.
3. Interview questions to reflect community feedback and preferred qualifications and technical skills

PROCESS

1. Conduct phone interviews to cull the pool of candidates: skill and technical questions
2. Interview panel will include City Staff from diverse backgrounds: combination of character and skill/technical questions
3. Final interview panel with Executive Staff
4. On the same day, Public Meeting to meet and greet finalists; public will fill out evaluation card after interview & scores taken into consideration.

TARGET DATES

- Applications close **January 12, 2020**
- Public meetings:
 - **Tuesday, December 10, 6:30pm-7:30pm** ESB-MACC. This meeting will be targeted towards artists.
 - **Wednesday, December 11, 6:30pm-7:30pm** General public will be invited.
- Interviews begin: **Week of Jan 19th**
- Public meeting and final interview: **Week of Feb 2nd**
- Top Candidate may begin: **March 2020**



Contact Information

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