

**LOS ANGELES COUNTY DEPARTMENT OF ARTS AND CULTURE
CALL FOR ARTS ED COLLECTIVE
LEADERSHIP CIRCLE MEMBERS**

1 PROJECT OVERVIEW

The Department of Arts and Culture (Arts and Culture) seeks members to join a leadership advisory body, Leadership Circle, to inform the work of the Los Angeles County Arts Education Collective (Arts Ed Collective), a county-wide collective impact initiative that helps ensure every young person in LA County grows up with the arts.

Applications due by **5:00PM (PDT), Wednesday, September 18, 2024** at apply-lacdac.smapply.io

2 ESTABLISHING AN ARTS ED COLLECTIVE LEADERSHIP CIRCLE

Since 2002, the LA County Department of Arts and Culture has coordinated the Arts Ed Collective initiative. Strategic directions for the LA County Arts Ed Collective initiative are outlined in the "Arts for All Children, Youth, and Families: LA County's Regional Blueprint for Arts Education" (Arts Ed Blueprint), adopted by the LA County Board of Supervisors in 2020. The Arts Ed Blueprint provides entry points for collective work that advance the arts as fundamental to child and youth development and envisions a growing network of stakeholders working together to build capacity within and across the field, and to advance policy change in ways that benefit all youth in Los Angeles County, particularly young people and communities that have been marginalized by intersecting systems of oppression and inequity.

Advancement of the initiatives' strategic directions is informed by the Leadership Council [to be reestablished as the Leadership Circle] and Funders Council. With the goal of activating diverse, cross-sector leadership, in spring 2023 Arts and Culture convened community partners as a Leadership Circle Design Working Group to re-imagine the role and structure of a leadership body for the Arts Ed Collective. The working group offered an initial outline for the Leadership Circle, including a draft Mission, Vision and Values (below) to guide its work.

The Leadership Circle will be comprised of individuals who are passionate about the arts and whose leadership, work, and social justice advocacy support goals of equity in arts education and arts-based youth development.

Leadership Circle members will represent perspectives and experiences from across the arts education and arts-based youth development ecosystems. Individuals with the following backgrounds are encouraged to apply (see Section 5 Eligibility Requirements):

- young adults – particularly those who are or have been systems-impacted and/or historically excluded, precluded, and underserved
- teaching artists
- community-based organization workers
- creative industry workers
- school and district administrators
- classroom teachers
- families
- arts advocates
- policymakers
- funders

Leadership Circle participants may also include representatives from the Los Angeles County Board of Supervisors (Board), Arts Commission, Youth Commission, Department of Arts and Culture, and the Arts Ed Collective Funders Council. Staff of Arts and Culture will provide organizational guidance and administrative support to the Leadership Circle.

3 TERM AND STATEMENT OF WORK

Leadership Circle members will be contracted to serve from **January 1, 2025 to June, 30 2026**, and will expand upon the work of the Leadership Circle Design working group to establish a model for an ongoing Leadership Circle. The County will have the sole option to extend this term for up to one (1) additional one (1) year periods and six (6) month-to-month extensions for a maximum total term of three (3) years.

Leadership Circle members will:

1. **Participate in the Leadership Circle Orientation.** Facilitated by Presencing Institute, the launch event will bring together members for one (1) full day to build relationships, become familiar with the Arts Ed Blueprint and to orient to the mission and expectations of serving as a member. Members will be invited to participate in a one-hour introductory interview with the Presencing Institute.
2. **Participate in a Leadership Circle Retreat.** Facilitated by Presencing Institute, this three (3) full-day leadership development retreat will support individual leadership development and network building and will set a foundation of collaboration, communication, and learning for the Leadership Circle members as they embark on their work together. Together they will establish community practices for the Leadership Circle and build capacity to effectively elevate diverse voices and experiences highlighting key issues and informing the actions of the arts education and youth development field in Los Angeles County.
3. **Participate in Quarterly meetings.** Leadership Circle members will participate in up to five (5) quarterly (one (1) to three (3) hours long) convenings focused on key topics/themes from the Arts Ed Blueprint. Through facilitated discussions, members will share perspective and experience, deepen understanding of the needs of young people and the adults that support them, and identify opportunities and resources available across the field. Members will draw on and share their own experience as well as perspective and wisdom from the communities in which they live and work. In addition to their focus on the Arts Ed Blueprint, members will:
 - a. **Review, refine, and adopt a Mission, Vision, and Values for the Leadership Circle.** See below for the Mission, Vision, and Values drafted by the Leadership Circle Design working group.
 - b. **Compile recommendations and guidance to inform the advancement of the goals of the Arts Ed Blueprint** through varied tactics and diverse stakeholders such as government, philanthropy, schools, community organizations and creative industry employers. Arts and Culture staff will support the Leadership Circle through uplifting and sharing recommendations to community and County stakeholders.
4. **Community Engagements.** As an advisory group, the Leadership Circle will engage with each other and with community, to collaborate on how to uplift promising practices and address network and community needs, in up to twelve (12) meetings (one (1) to three (3) hours long each). These engagements will be focused on furthering the work of the Blueprint and be based on priorities identified in Leadership Circle quarterly meetings. Community Engagements may include:
 - Community events and meetings to better understand the work in the community, build relationships, and listen to community input on specific ideas, topics, or regional needs.
 - Facilitated ad-hoc committees to explore a specific topic, review relevant materials and reports, and formulate or share out promising practices and recommendations.

4 MISSION, VISION, AND VALUES FOR THE LEADERSHIP CIRCLE

In spring 2023, the Leadership Circle Design working group¹ drafted the Mission, Vision, and Values for the Arts Ed Collective Leadership Circle; the draft included below is offered as an initial guide for the work of the Leadership Circle.

Mission

The mission of the Arts Ed Collective Leadership Circle is to inform the ongoing, collaborative efforts of a network of individuals, organizations, and public agencies focused on the care and wellbeing of young people, and the adults who support them.

Guided by the Arts Ed Blueprint, the Leadership Circle centers its work within arts education and arts-based youth development, with a focus on affecting institutional, governmental, and social change that will ensure all young people grow up with the arts because the arts are fundamental to human growth and development.

The Leadership Circle carries out its mission by gathering, synthesizing, and amplifying the voices and needs of people most impacted by systemic injustice, and providing feedback to inform government, philanthropy, schools, community organizations, creative industry employers, and other stakeholders in the field to be responsive to those needs, and to leverage their networks and influence to advance equity and justice in arts education.

The work of the Leadership Circle is to:

- promote transformative, culturally relevant high-quality learning in the arts;
- connect and coalesce the people engaged in the network;
- uplift and champion promising practices and resources within and across the field;
- surface both emerging and longstanding opportunities and challenges;
- consider systems-level solutions to increase the health and function of the ecosystem (including but not limited to public infrastructure, connection and alignment with social services, labor practices, physical spaces, more equitable distribution of funds, etc.);
- put forward recommendations for improving our ecosystem in ways that will expand opportunities for young people to engage in transformative arts experiences, in schools and in communities.

Vision

The Leadership Circle helps to cultivate and foster a collaborative network that enables every young person in Los Angeles County to have access to the arts, while also supporting the adults who support youth. The evolving vision of this network is guided by a dynamic, engaged, powerful group of individuals who will represent the concerns, challenges, and accomplishments of the larger arts education ecosystem. The members of this Leadership Circle are in deep listening relationships with — and are reflective of — the communities they serve. They are trusted members of the community and are able to influence decision-makers as a result of their broad and inclusive community connections across the County. They employ human-centered and youth-centered approaches to leadership, both inside and

¹ The Leadership Circle Design Working Group included community members: Shoni Doe, Heather Heslup, Elida Ledesma, Maritza Lopez, Sara McDaniels, and Kelly Redmond, with participation from staff from the LA County Department of Arts and Culture, Division of Arts Education and Youth Development, and support from Presencing Institute Team: Kate Johnson, Marie McCormick, and Kris Smith.

out, and acknowledge and build on the good work in arts, education, and youth development already in place across Los Angeles County and its many communities.

Values

- **Accountability** to the communities they are a part of and to achieving results for those communities.
- **People-focused** – centering on the needs of those most impacted by systems of oppression: Black and Indigenous people, un/under-documented, those with disabilities, LGBTQ+, those of faith and ethnic traditions marginalized in the US, and court-impacted young people. This Leadership Circle acknowledges intersectionality and commits to practicing anti-racism, cultural humility, and disability justice.
- **Belief in the power of relationships.** Relationships take time and attention to grow, and the time and labor of this leadership group are honored and compensated.
- **Respect.** Values the contributions and perspectives of all participants in LA County’s complex ecosystem (youth, families, teachers, administrators, artists, policymakers, funders, officials, and others).
- **Nimbleness and agility.** Its structure, roles, and practices – centered in transparency and flexibility – allow it to shift to meet the evolving needs of the communities it serves.
- **Collaboration over competition.**

5 ELIGIBILITY REQUIREMENTS

Candidates must meet **all** of the following eligibility requirements at the time of application:

- Candidate must reside in Los Angeles County
- Candidate must demonstrate two (2) years of experience engaging with arts education and communities in Los Angeles County as a student, teaching artist, working with a community-based organization, creative industry worker, school or district administrator, classroom teacher, parent or family member, arts advocate, policymaker, or funder.

6 HONORARIUM FOR PARTICIPATION

Leadership Circle members will be offered honorariums for participation in activities outlined in Section 3, Term and Statement of Work in a maximum amount of \$4,500 for the term of the engagement.

Description	Honorarium Amount
Quarterly Meetings and Community Engagements	\$150 per meeting
Orientation and Retreat	\$450 per full-day event

Members will serve from January 2025 and end in June 2026 and will need to be a Los Angeles County Vendor and enter an agreement with Arts and Culture substantially similar to Sample Contract.

7 PROGRAM TIMELINE

Call for Members and Application Available	August 7, 2024
--	----------------

Application Assistance Workshop Written Question Deadline	August 21, 2024
Responses to Written Questions Posted	August 28, 2024
Application Deadline	September 18, 2024, 5:00 PM (PDT)
Panel Review	October 2024
Notification of Selection via Email	November 2024
Initial Membership Term Begins	January 2025
Leadership Circle Orientation	January 2025
Leadership Circle Retreat	March 2025
Leadership Circle Quarterly Meetings	March 2025-May 2026
Community Engagements	March 2025-May 2026
Initial Membership Term Ends (18 months)	June 2026

8 APPLICATION

Complete applications must be submitted electronically no later than **5:00PM (PDT), Wednesday, September 18, 2024**. Applications submitted late or incomplete may not be considered for review. Arts and Culture strongly recommends submitting the application at least five days prior to the deadline to give ample time to troubleshoot.

You may access the application via Arts and Culture's online portal at apply-lacdac.smapply.io. If you are new to the Survey Monkey Apply portal (SM Apply), you must register a user account.

The Leadership Circle Application is comprised of three (3) parts:

Part 1: Applicant Information

Part 2: Questionnaire

- You are encouraged to review the Mission, Vision, and Values for the Leadership Circle drafted by the Leadership Circle Design Working Group as you consider your responses.
- Your responses to the questionnaire may be submitted in written, audio, or video format.

Part 3: Community Nomination

- You will ask someone to contribute a nomination letter on your behalf. Your nominator should have experience with your peer and/or community leadership and be able to reflect on the values and perspectives they feel you will bring to the Leadership Circle.
- You will send a nomination request from your SM Apply application to the person nominating you. The email request includes a link to access your nomination page. Your nominator will need to login to SM Apply to submit their nomination and are able to create their account when they receive your nomination request.

9 APPLICATION EVALUATION

All submitted applications will be audited for completeness and adherence to minimum requirements. Eligible applications will be reviewed and scored by a peer panel of experienced arts, education, and youth development professionals and community members that may include youth leaders, community arts and creative industry partners, district administrators, teaching artists, arts educators, and advocates.

Applications will be scored by the peer panel according to the following:

SCORING CRITERIA	POINTS
<u>Experience</u> Brings perspective on arts education and/or arts-based youth development that will contribute to the work of the Leadership Circle, including lived and/or work experience with youth and communities underrepresented or historically excluded from access to arts and education.	300
<u>Alignment</u> Demonstrates leadership values and approaches that center community and reflect a commitment to equity, anti-racism, and belonging.	400
<u>Approach</u> Offers approaches for engaging and collaborating with fellow Leadership Circle members and the community that will contribute to the work of the Leadership Circle, and to establishing a model for an ongoing Leadership Circle.	300
TOTAL POINTS	1,000

Informed by the panel scores and recommendations, the final review and selection of the Leadership Circle will be conducted by Arts and Culture and may include an interview.

Selected Leadership Circle Members will enter into a contract substantially similar to Sample Contract, with Arts and Culture that details the terms, conditions, and rates for participation.

All contracted Leadership Circle Members must have a registered vendor profile in the County's WebVen before entering into a contract with Arts and Culture. Registration can be accomplished online via the Internet by accessing the County's home page at: <http://camisvr.co.la.ca.us/webven/>

10 HOW CAN I LEARN MORE?

Application Instructions

Detailed instructions on how to apply via Survey Monkey Apply, including the application questions are available on the Call for Members webpage.

Virtual Application Workshop

This virtual workshop on **August 21, 2024, at 3:30-5:00PM** will offer support to individuals applying for this opportunity. A recording of the workshop will be posted on the Call for Members webpage following the session.

For Application Workshop information and to register:

2024_LeadershipCircleApplicationWorkshop.eventbrite.com

Submit a Question

Questions about the application may be submitted via ArtsEdCollective@arts.lacounty.gov by Wednesday August 21, 2024 at 5:00PM. Questions and corresponding responses will be posted on the application webpage by August 28, 2024.

11 APPLICATION CHECKLIST

This checklist is offered as a tool to support your application process. Please review all application requirements to ensure you have submitted each of the components to complete application.

Complete applications must be submitted no later than **5:00PM (PDT), Wednesday, September 18, 2024**. Arts and Culture strongly recommends submitting the application at least five days prior to the deadline to give ample time to troubleshoot.

- Review the Call for Arts Ed Collective Leadership Circle application requirements and deadlines
- Review Application Instructions
- Create or update your Survey Monkey Apply login at apply-lacdac.smapply.io
- Confirm a community member to provide your nomination and share information and deadlines
- Confirm the email address for the community member providing your nomination
- Register for/attend the August 21, 2024 [Application Assistance Workshop](#) (optional)
- Submit in writing to artsedcollective@arts.lacounty.gov any questions you have by August 21, 2024 at 5:00 PM (optional)
- Draft your written application responses, or record audio/video responses
- Send nomination request to your nominator, via your application in the SM Apply portal
- Post written or recorded application responses in the SM Apply portal
- Verify that your community member has submitted their nomination via the SM Apply portal
- Verify all sections of the application are marked Complete in the SM Apply portal
- Click the SUBMIT button to ensure your application is submitted in advance of the deadline

12 GENERAL INFORMATION AND RESOURCES

Los Angeles County Department of Arts and Culture [lacountyarts.org](https://www.lacountyarts.org)

Los Angeles County Arts Commission

<https://www.lacountyarts.org/about/arts-commission/la-county-arts-commission>

LA County Arts Education Collective <https://www.lacountyartsedcollective.org/>

Arts for All Children, Youth and Families: Los Angeles County's New Regional Blueprint for Arts Education <https://www.lacountyartsedcollective.org/about-us/regional-blueprint-arts-education>

Los Angeles County Arts Education Collective Funders Council

<https://www.lacountyartsedcollective.org/about-us/funders>

Los Angeles County Youth Commission <https://youthcommission.lacounty.gov/>