

Specification for Class of

ARTS PROGRAM MANAGER 1

Abolished 9/15/06

Definition: Provides consultation in program planning, financing, grants management, analysis and planning of grant proposals, grants management training, contract development, policy and procedure development and monitoring and evaluation.

Distinguishing Characteristics: Incumbents work independently with only general direction from higher level Arts Program Managers. May supervise clerical or Arts Program Assistants.

Typical Work

Oversees the fiscal/administrative operations of a major Commission program;

Coordinates administrative activity between the Commission and other agencies at the State, Federal and local level;

Prepares research, evaluation and other information materials for program and agency distribution;

Coordinates activities of program staff in the field;

Develops program budgets, planning documents, and related information for the Commission and higher level program managers;

Negotiates contracts between the Commission, artists, and local project agencies;

Reviews program objectives, prioritizes work and coordinates schedules for agency personnel and contractors;

Supervises and coordinates work of secretarial/support staff;

Independent project administration under supervision as part of agency training;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: art and its variations; the principles of business administration and government agencies.

Ability to: express himself/herself well orally and in writing; establish and maintain effective relationships with fellow workers, officials and the general public; interpret and apply agency, State and Federal policies and regulations.

Minimum Qualifications

A Bachelor of Arts degree in art, education, administration, political science, journalism or closely allied field and one year of experience providing administrative support in a recognized art program.

OR

Associate of Arts degree in art, education, administration, political science, journalism or closely allied field and three years' experience providing administrative support in a recognized art program.

OR

Four years' experience as an Arts Program Assistant or equivalent technical experience.

Administrative or managerial work experience in support of a recognized art program may be substituted for education on a year-for-year basis.

A recognized arts program is any activity that is conducted on a regular basis which either presents the work of performing, visual, literary or media artists or engages people in active training or participation in these arts forms. Such programs may be provided by arts organizations, community-based organizations or represent a component of a nonarts organization with a history of involvement in the arts; or recognized professional artists who as self-employed individuals have a documented history of presenting, performing, visual or literary arts to the general public through exhibitions, performance, or publication. Closely related are on-going programs which promote and advocate the arts to the general public.

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Examples: A season of theater, dance, music by a professional or community arts group; a program of exhibitions of visual artworks; a series of literary readings or publications; a series of news, T.V. or radio broadcasts of arts events; a series of arts classes or workshops; arts festivals; or a component of a large arts organization which either presents or promotes the works of the artists.

New class: 11-9-84

Revises minimum qualifications: 9-11-87

Class code change (formerly 2569): 7-1-91