

**CITY OF NEW YORK DEPARTMENT OF CULTURAL AFFAIRS
CITYWIDE VACANCY NOTICE**

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| Office Title: Program Specialist | Salary: \$32,378 - \$50,403 |
| Civil Service Title: Arts Program Specialist (1) position | Work Location: 31 Chambers St. 2 nd Fl., New York, NY 10007 |
| Title Code: 60495 | Work Unit: Program Services Unit |

Job Description

The Department of Cultural Affairs (DCLA) seeks to fill the position of Program Specialist. DCLA coordinates the City's support for 34 City-owned cultural institutions as well as hundreds of not-for-profit cultural organizations -- the astonishingly rich and diverse collection of groups that call New York City home. This constituency represents an array of internationally renowned as well as community-based organizations including performing arts organizations and venues, museums, historic houses, media centers, visual arts spaces, and literary organizations. The Program Services unit manages over \$30 million annually, receives over 1000 applications and distributes City funding to more than 800 organizations. The Program Specialist reports to the Assistant Commissioner, and as a staff member of the Program Services unit has responsibilities that include but are not limited to:

- Programmatic analysis and evaluation of nonprofit organizations and cultural programs, including conducting audits of events and visiting organizations' facilities.
- Fiscal analysis and evaluation of organizations' overall operating budgets and in particular Program's funded projects.
- Technical assistance to nonprofit arts organizations of all disciplines through articulation of DCLA policies, guidelines and procedures to the constituency and the public in a variety of settings.
- Review of proposals and development of annual grants for cultural services, including evaluation and monitoring of compliance and overseeing payment and other reports in accordance with complex government procedures.

The Program Specialist is a key link in the agency's relationship with City government and the cultural community, and acts as a facilitator and administrator of public monies to the cultural community and its public.

Preferred Skills:

The preferred candidate must have an extensive working knowledge of nonprofit and arts management and of the NYC cultural community; knowledge of evaluation procedures and panel processes valued; solid computer skills. The successful candidate must demonstrate excellent verbal and written communication and interpersonal skills; must have the ability to work productively under pressure both independently and as a team member; must exhibit strong organizational skills including the ability to handle paper flow; must be self-motivated, detail-oriented and able to manage multiple, simultaneous tasks and projects.

Qualification Requirements

1. A baccalaureate degree from an accredited college including or supplemented by 24 credits in one of the visual or performing arts or in arts management or
2. Four years of full-time experience in planning, coordinating, budgeting, producing organizing administering or directing a cultural institution; or
3. Three years of full-time experience as a practitioner in any of the performing or visual arts, plus at least one year of experience in planning, coordinating, budgeting, producing, organizing, administering or directing a cultural program or cultural institution; or
4. Education and/or experience equivalent to that described in (1), (2), or (3) above. However, all candidates that do not possess a baccalaureate degree must have at least one-year of experience as described in (1) above. Experience of substantial nature will be considered on a pro-rated basis, if it is not full-time.

*** **New York City Residency is required within 90 days of Appointment.** ***

To apply submit resume & cover letter indicating JVN# To:

Recruitment Office
NYC Department of Cultural Affairs, 31 Chambers Street, 2nd Floor, New York, NY 10007
E-mail crecruit@culture.nyc.gov (Indicate Office Title in subject line)

The City of New York & DCLA is an Equal Opportunity Employer

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| Date: 06/06/08 | Post until: Filled | JVN: 126-08-17 PSAPS |
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