

ARTS PROGRAM ASSOCIATE 2

KIND OF WORK

Professional program development and implementation work.

NATURE AND PURPOSE

Under limited supervision/procedural control, develops and operates complex or diverse arts programs to provide service and/or funding assistance and advice to artists, art organizations and schools; performs related work as required.

Positions in the Arts Program Specialist 2 class fall into two categories, either those that specialize in public relations for the Arts Board or those that work with medium to large arts organizations including analysis and assessment of not only artistic excellence but also the overall financial health and viability of the organizations and the educational outreach of the organizations. Associates 1, while responsible for the fiscal integrity of individual project grants are not involved in analyzing the financial health of medium to large size arts organizations as part of the grants evaluation process. Positions at the "2" level may also provide ongoing lead to other staff of the agency.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Develops and/or expands agency programs to meet the needs of artists and art organizations throughout the state by conducting research into needs and interests of artists and/or art organizations; recommending program initiatives; developing program guidelines and budgets; coordinating implementation or expansion of programs; evaluating program effectiveness; and insuring programs meet state and federal rules and regulations.

Coordinates development and review of program funding, structure, and/or policy guidelines for final approval by Arts Board by establishing advisory committees and task forces; establishing, organizing and facilitating meetings; and reporting recommendations to the Board at its regular formal meetings.

Establishes and maintains relationships with diverse constituencies to promote the artistic and administrative development of state artists and/or art organizations by serving as primary liaison between artists, art organizations, and the Arts Board; working with other funding or service organizations to discuss policies, develop programs, and/or provide services at the local, state, and national levels; and counseling and assisting artists in grant application procedures and career development through individual consultations, seminars, workshops, and conferences.

Schedules, distributes/balances, and guides the work assignments of co-workers, in accordance with established work flow/assignment requirements, to assist supervisory staff in the timely accomplishment of the assigned workload by reviewing staff workloads to insure fair distribution and efficiency; and identifying problems and recommending solutions.

Monitors and reports on the work performance of co-workers to determine overall conformity to establish timetables and quality standards and to document and communicate employee production levels and training needs by applying departmental management and supervision guidelines and objectives, and appropriate union contract provisions, rules, and regulations; and using interpersonal relations skills.

Train co-workers, as directed, in specific task and job practices and procedures to improve and maintain performance levels by communicating timetables and quality standards for tasks and providing instruction on policies and procedures as needed.

Represents the agency by speaking for the agency to the press.

Conduct financial analysis and monitor financial health of organizations by determining evidence of sound financial planning and marketing, organizational stability and fiscal position, relationship of projected earnings to earning capacity and evidence of a long-term plan to apply reserves wisely, where reserves exist.

Conducts site visits with board panel members to assess artistic and administrative aspects of organizations by visiting organizations and reviewing application with leadership at the facility, attending performances, exhibitions or events.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Fiscal management and fiscal analysis sufficient to conduct analysis of medium to large organizations (budgets of several million dollars).

Public relations principles and practice sufficient to develop, direct and administer the information and public relations program for the board.

Arts organizations, artists, art networks, and art services organizations sufficient to coordinate and implement programs within the arts community.

Arts funding and service resources sufficient to identify and recommend potential sources of assistance for individual artists and organizations.

Accounting and budgeting principles sufficient to develop and recommend board program budget.

Ability to:

Conduct research and develop new program concepts based on findings.

Analyze and interpret state and federal laws.

Communicate clearly both orally and in writing.

Direct work activities of co-workers and monitor and report on work performance.

Establish and maintain effective working relationships with managers and other employees, as well as diverse groups including boards, arts organizations, individual artists, educators, and the general public.

Est.: 12/75
Rev.: 7/84; 4/93; 11/93

TC: 9/83
Former Title: Arts Board
Representative, Senior