

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

<b>Office Title:</b> Program Specialist	<b>Salary:</b> \$35,020/\$40,273.-\$54,516 annually
<b>Civil Service Title:</b> Arts Program Specialist (2) Positions	<b>Work location:</b> 31 Chambers Street, 2 <sup>nd</sup> Floor
<b>Title Code:</b> 60495	<b>Work Unit:</b> Program Services

**Job Description**

The Department of Cultural Affairs seeks to fill the position of Program Specialist. The agency coordinates the City's support for 33 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 currently manages \$28 million annually, receives 1100 applications and distributes City funding to almost 900 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 budget and in particular Program's funded projects.
- Technical assistance to nonprofit arts organizations of all disciplines through articulation of agency policies, guidelines and procedures.
- Review of proposals and development of annual grants for cultural services, including evaluation and monitoring of compliance and processing payment requests 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 non-profits and arts management and of the NYC cultural community; solid computer skills are a must; experience with database systems such as Siebel, Access and Analytics a plus. 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; knowledge of evaluation procedures and panel processes valued.

**Qualification Requirements**

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

**\*\*\* New York City Residency required within 90 days of Appointment \*\*\***

**TO APPLY**

Please submit your cover letter & resume to [crecruit@culture.nyc.gov](mailto:crecruit@culture.nyc.gov)  
(The JVN # must be the only text in the subject line)

If you do not have access to the Internet, mail your Cover Letter & Resume to: Recruitment DCLA/Human Resources Office  
31 Chambers St. 2<sup>nd</sup> floor, New York, NY 10007  
(Indicate JVN# in the upper right hand corner of your cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.  
For more information about DCLA, visit us at: [www.nyc.gov/culture](http://www.nyc.gov/culture)

**All appointments are subject to OMB approval.**

<b>Date:</b> 06/3/2011	<b>Post until:</b> Filled	<b>JVN:</b> 126-2011-87188
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