

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

<b>OFFICE TITLE:</b> External Affairs Associate	<b>SALARY:</b> \$32,321 - \$53,788
<b>CIVIL SERVICE TITLE:</b> Community Associate	<b>WORK LOCATION:</b> 31 Chamber Street, 2 <sup>nd</sup> Floor, New York, NY 10007
<b>TITLE CODE:</b> 56058	<b>WORK UNIT:</b> EXECUTIVE

**JOB DESCRIPTION:**

The New York City Department of Cultural Affairs (DCLA) oversees City support for arts and culture, including appropriations for energy and operating expenses for 33 City-owned cultural institutions, funding for capital projects at these and other cultural organizations, and programmatic funds for more than 800 not-for-profit cultural groups.

The Department of Cultural (DCLA) Office of External Affairs manages media, intergovernmental matters and external outreach on behalf of the agency.

Reporting to the Director of External Affairs, the External Affairs Associate will be directly involved in initiatives to strengthen awareness of DCLA and the City's nonprofit cultural community among the public and key stakeholders, communication and press strategies as well as communication within the cultural sector.

Among the principal tasks of the External Affairs Associate is researching and writing official testimony, remarks and speeches, publications, reports and correspondence. The External Affairs Associate manages the Citywide cultural events database and website; coordinates with cultural organizations, intergovernmental colleagues, and DCLA staff on responding to press inquiries concerning the City's position on issues that affect the cultural community; and coordinates special events, press events, awards ceremonies and other programs promoting the cultural community, public art or cultural organizations. The position also represents DCLA to key stakeholders, including meetings with community contacts and intergovernmental colleagues, and responds to and assists cultural organizations in accessing City support and funding resources.

**QUALIFICATION REQUIREMENTS:**

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

New York City Residency is required within 90 days of Appointment

**PREFERRED SKILLS:**

The preferred candidate must have superior writing and editing skill. Analytical, organizational and MS Office experience are required. The ability to handle a diverse constituency, and work productively and gracefully under pressure, both independently and as part of a team are also important.

**TO APPLY PLEASE SUBMIT RESUME & COVER LETTER INDICATING JVN# TO:**

[recruit@culture.nyc.gov](mailto:recruit@culture.nyc.gov) **The JVN# MUST be the only text in the subject line of email.** Also please indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.** Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume To: DCLA/Human Resources Office, 31 Chambers St., 2<sup>nd</sup> Fl., New York, NY 10007 (Indicate JVN# in upper right hand corner of cover letter & resume) Please submit your cover letter & resume only once using one of the above methods. While we appreciate every applicant's interest, only those under consideration will be contacted. No telephone inquiries please. For more information about DCLA, visit us at: [www.nyc.gov/culture](http://www.nyc.gov/culture) **Appointments are subject to OMB approval.**

The City of New York is an Equal Opportunity Employer

<b>DATED:</b> September 22, 2010	<b>POST UNTIL:</b> filled	<b>JVN:</b> 126-2011-014510
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