

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

Office Title: Deputy Director of the Percent for Art Program	Salary: \$43,325 - \$66,746 annually
Civil Service Title: Associate Arts Program Specialist (1) Position	Work location: 31 Chambers Street, 2 nd Floor
Title Code: 60496	Work Unit: Percent for Art

Job Description

The Department of Cultural Affairs (DCLA) provides support for the 34 City-owned cultural institutions as well as hundreds of not-for-profit cultural organizations and programs throughout the five boroughs. This constituency represents an astonishingly diverse array of internationally renowned and community-based organizations, including performing arts centers, museums, theaters, wildlife centers, botanical gardens, visual arts and film centers, and arts education programs. The Percent for Art program offers City agencies the opportunity to acquire or commission works of art specifically for City-owned buildings and facilities throughout the five boroughs. The Program serves to bring artists into the design process and enrich the City's architectural landscape. The Deputy Director of the Percent for Art Program will assist the Director with the oversight and administration of all aspects of the program. The Deputy Director will also help develop program policy, conduct research concerning public and visual art related topics, and may be called upon to compose articles and represent the program to the field, and maintain project files and image registry. Percent for Art program management requires extensive interagency coordination and outreach to elected officials and community and civic organizations.

Diverse responsibilities will include but are not limited to the following:

- Coordinate and facilitate artist selection panels and project coordination committee meetings.
- Manage artist participation in the design process and integration of artwork into construction documents.
- Develop and monitor scopes of work, payment milestones and project schedules.
- Monitor the progress of artwork fabrication and ensure that work is produced on schedule and within budget.
- Participate in the development of press materials, public outreach, artist resource information and assembly of project information for the web.
- Work cooperatively with City agencies, artists, design professionals, contractors, elected officials and community representatives.

Essential Skills

The preferred candidate must be knowledgeable about contemporary art, have solid organizational and communication skills, and the ability deal with a diverse constituency. The ability to work productively under pressure, both independently and as a team member is essential. Experience in art history, architecture, landscape architecture, construction management, or related field or managing design or construction projects is a plus.

Qualification Requirements

1. Five years of full-time experience in planning, coordinating, budgeting, producing organizing administering or directing a cultural institution; or
2. Four 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 from an accredited college including or supplemented by 24 credits in one of the visual or performing arts or in arts management plus one-year of full-time experience as described in (1) above 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 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

By Email: Submit your cover letter & resume to crecruit@culture.nyc.gov (The JVN # must be the only text in the subject line)

By Mail: Submit your cover letter & resume to DCLA Human Resources Office/Recruitment, 31 Chambers St. 2nd Fl., New York, NY 10007 (Include 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

All appointments are subject to OMB approval.

Date: 07/6/2012

Post until: Filled

JVN: 126-2013-102704