

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

OFFICE TITLE: Deputy Director of Materials for the Arts (1) Position	SALARY: \$39,929 - \$61,000
CIVIL SERVICE TITLE: Associate Arts Program Specialist	WORK LOCATION: 33-00 Northern Blvd., Long Island City New York
TITLE CODE: 60496	DIVISION/WORK UNIT: Materials for the Arts

JOB DESCRIPTION

The New York City Department of Cultural Affairs is seeking a Deputy Director for the Materials for the Arts program (MFTA). The program receives material donations from the private and public sector and makes these donations available to New York City's not-for-profit arts and cultural community, and the public schools. Materials for the Arts is a waste reduction/materials donation program that processes more than \$6.5 million dollars annually in goods to 3, 500 cultural organizations and arts programs at social, health and community service organizations and the NYC public schools.

The Deputy Director of Materials for the Arts will assist the Director with the oversight and administration of all aspects of the program's daily operations. This includes supervising both warehouse and office staff; trouble shooting building and recipient issues; participating in and overseeing shopping days at MFTA's warehouse and working with the Department of Sanitation regarding parking and maintenance of MFTA's vehicles. Other tasks include developing programs, assisting in the development of program policy; creating and overseeing the annual budget, preparing reports; implementing new initiatives and overseeing the management and continuing development of MFTA's website. The Deputy Director will represent MFTA to the field at conferences and events and to potential donors and recipients. This position requires extensive interagency coordination and outreach to the field, other City agencies, consultants, and MFTA's building management.

Preferred Skills

The preferred candidate must be a creative problem solver and have solid organizational and supervisory capabilities. Other preferred skills include excellent writing and communication, familiarity and confidence with computers and the ability to work productively under pressure, both independently and as a team member. A working knowledge of, and interest or experience in, the City's arts and cultural community is a plus as is the ability to deal with a diverse constituency.

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.

NYC Residency 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 address crecruit@culture.nyc.gov (Indicate Office Title in subject line)

The Department of Cultural Affairs and the City of New York are Equal Opportunity Employers

DATED: 08/22/07	POST UNTIL: Filled	JVN: 126-08-05 AAPS MFTA
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