

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

OFFICE TITLE: Program Officer	SALARY: \$39,929 - \$47,000
CIVIL SERVICE TITLE: Associate Arts Program Specialist	WORK LOCATION: 31 Chambers Street 2 nd Floor, New York, NY 10007
TITLE CODE: 60496	WORK UNIT: Cultural Institutions

JOB DESCRIPTION:

The Department of Cultural Affairs (DCLA) seeks to hire a Program Officer to join its Cultural Institutions Unit. DCLA coordinates the City's support for 34 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.

Reporting to the Assistant Commissioner for Cultural Institutions, the Program Officer is responsible for a broad range of functions serving cultural institutions that include, among other things: helping coordinate the provision of City services and financial assistance; providing technical assistance and guidance on programming, facility management and improvements; and evaluating management, development and governance activities. Typical tasks include, but are not limited to, the following:

- Review and assess audited financial statements, annual operating budgets, and accounting and financial controls at each of the 34 City-owned Institutions
- Respond to and assist cultural institutions on operations, management and technical issues, visiting the field as necessary.
- Obtain and distribute information from other City agencies to cultural institutions; expedite City government procedures for the field where appropriate.
- Review and evaluate institutional reports prepared by cultural institutions with particular attention paid to fiscal responsibility, marketing and programming initiatives, strategic plans, financial needs, board development, school programs, etc.
- Participate in planning and implementation of Agency initiated projects.
- Attend meetings with City agencies, as well as represent the Commissioner at board meetings of cultural institutions.
- Prepare both statistical and narrative reports, and correspondence, as necessary.

Preferred Skills:

The preferred candidate must have a strong familiarity with generally accepted accounting practices, and a knowledge of not-for-profit financial procedures, excellent writing, analytical and research abilities, along with strong communication skills. Experience in an administrative field, e.g., development, marketing and/or finance, preferably in a not-for-profit context is also important. Solid computer skills are required. General knowledge of City government is a plus, as is a working knowledge of the City's cultural community. Also very important is the ability to deal with a diverse constituency and work productively under pressure, both independently and as a team member.

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

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