

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

OFFICE TITLE: External Affairs Associate	SALARY: \$42,173 - \$65,468
CIVIL SERVICE TITLE: Community Coordinator	WORK LOCATION: 31 Chamber Street, 2 nd Floor, New York, NY 10007
TITLE CODE: 56058	WORK UNIT: 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 34 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 Policy and 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, as well as coordinating outreach and communication within the cultural sector. Diverse responsibilities will include but are not limited to the following:

Assist the Director in serving as an agency liaison with other City agencies and the Mayor's Office on all concerns relating to DCLA and its constituents. Coordinate the agency's representation at key events at cultural organizations, as well as at key events for the cultural field. Coordinate the agency's communications to the field as a whole. Manage the development of the Citywide cultural events database and website, and develop and execute marketing and communications strategies related to cultural events. Serve as the liaison to cultural organizations, intergovernmental colleagues, and DCLA staff to produce and update agency website content. Assist the Director in handling press and public inquiries concerning the City's involvement in or position on issues that affect the cultural community. Support the Director in anticipating strategic story placement and public visibility opportunities for DCLA. Assist in drafting press releases, publications, correspondence, reports and other materials. Help coordinate special events, press events, award ceremonies and other programs promoting the cultural community, public art or cultural organizations. Represent DCLA to key stakeholders, including meetings with community contacts and intergovernmental colleagues. Respond to and assist cultural organizations in accessing City support and funding resources and assist with administrative tasks as needed.

QUALIFICATION REQUIREMENTS:

1. B. A. Degree from an accredited college and two years or experience in community work or community centered activities in a area related to the duties described above or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However all candidates must have at least one year of experience as described in "1" above.

New York City Residency is required within 90 days of Appointment

PREFERRED SKILLS:

Superior writing, communication, analytical, organizational and interpersonal skills, as well as solid MS Office skills, including Excel. Interest and experience in the marketing, media, intergovernmental and cultural sectors. The ability to handle a diverse constituency, and work productively and gracefully under pressure, both independently and as part of a team.

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

The City of New York & DCLA is an Equal Opportunity Employer

DATED: May 23, 2008	POST UNTIL: filled	JVN: 126-08-16 ECC
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