

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

<b>Office Title:</b> Percent for Art Fellow	<b>Salary:</b> \$19.17 Hourly
<b>Civil Service Title:</b> Arts Program Specialist (1) position - Hours/Shift 35 hours per week	<b>Work Location:</b> 31 Chambers Street 2 <sup>nd</sup> Floor, New York, NY 10007
<b>Title Code:</b> 60495	<b>Work Unit:</b> Percent for Art

**Job Description**

The Department of Cultural Affairs (DCLA) Fellows Program is a one-year agency fellowship at DCLA open to candidates seeking to gain experience in public art and community-based art. 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 institutions, including performing arts centers, museums, theaters, wildlife centers, botanical gardens, visual arts and film centers, as well as community-based organizations and arts education programs. The Percent of 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 Percent for Art Fellow will assist in all aspects of project management including, but not limited to, review and selection of artists for eligible projects, coordinating with City Agency representatives and others on selection and implementation of art commissions from concept to installation; working with artists to help realize their projects; ongoing assistance in tracking the condition and maintenance of artworks in the Percent for Art collection; coordinating applications for Artist Certification (a law that pertains to live/work spaces in lower Manhattan); and general administrative assistance in program management including an artist image registry, project databases and archives

**Preferred Skills**

The preferred candidate must be detail oriented with excellent interpersonal and communication skills (both verbal & written); solid computer and organizational skills are also required. The ability to efficiently and promptly handle multiple tasks simultaneously while meeting deadlines and changing priorities is critical. The ability to deal with a diverse constituency and work productively under pressure, both independently and as a team member is essential. A working knowledge of, and interest or experience in art and architecture is a plus, as is a general knowledge of New York City government.

**Qualification Requirements**

1. 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 or
2. Four years of full-time experience in planning, coordinating, budgeting, producing organizing administering or directing a cultural institution; or
3. Three 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
4. Education and/or experience equivalent to that described in (1), (2), or (3) above. However, all candidates that do not possess a baccalaureate degree 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 is required within 90 days of appointment. Recent amendments to the administrative code may affect this requirement. \*\*

**To Apply:**

Please email your cover letter & resume To: [crecruit@culture.nyc.gov](mailto:crecruit@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 Centre Street, 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>Date</b> 06/24/09	<b>Post Until</b> Filled	<b>JVN</b> 126-2010-005362
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