

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

CIVIL SERVICE TITLE: Associate Arts Program Specialist	Level: 00
TITLE CODE: 60496	SALARY: \$43,375 – \$62,934
OFFICE TITLE: Capital Equipment Manager	WORK LOCATION: 31 Chambers St., 2 nd Fl., New York, NY 10007
Division/Work Unit: Capital	Number of Positions 1

Hours/Shift: FT 35 Hours per week

JOB DESCRIPTION

The New York City Department of Cultural Affairs (DCLA) provides support for 33 City-owned cultural institutions as well as hundreds of not-for-profit cultural organizations and programs throughout the five boroughs. This constituency represents a 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 Capital Projects Unit oversees the administration of a multi-million dollar capital program supporting the expenditure of City capital dollars funding design and construction projects and major equipment purchases at cultural facilities located throughout the City.

Reporting to the Assistant Commissioner of the Capital Projects Unit, the candidate selected for this position will coordinate and manage funding agreements and related documents for capital equipment expenditures. The candidate will coordinate with grantee organizations in developing eligible scope for funding; prepare all procurement and compliance paperwork; develop necessary funding documents; and manage all aspects of contract registration and payment of vendors. The position also requires management and coordination with staff assigned to assist with the capital equipment portfolio, and also manages the fixed assets and expenditures for agency's \$825M Capital Budget.

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.

Essential Skills

Demonstrated interest in government and in the arts is preferred, as is experience working on design and construction projects. Excellent writing, analytical, computer and interpersonal skills are essential. The ability to efficiently and promptly handle and prioritize multiple tasks simultaneously while meeting deadlines and changing priorities is critical. The ability to deal with a diverse constituency both independently and as a team member is important as is a working knowledge of and experience working in the City's not-for-profit cultural field.

To Apply

Please email your cover letter & resume To: 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, 2nd 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

Appointments are subject to OMB approval.

The City of New York is an Equal Opportunity Employer

DATED: 11/10/2009

POST UNTIL: Filled

JVN: 126-2010-007312