

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

<b>CIVIL SERVICE TITLE:</b> Associate Arts Program Specialist	<b>Level:</b> 00
<b>TITLE CODE:</b> 60496	<b>SALARY:</b> \$43,325 - \$62,934
<b>OFFICE TITLE:</b> Cultural Contract Specialist	<b>WORK LOCATION:</b> 31 Chambers St., 2 <sup>nd</sup> Fl., New York, NY 10007
<b>Division/Work Unit:</b> Agency Contracts	<b>Number of Positions</b> 1
<b>Hours/Shift:</b> FT 35 Hours per week	
<b>JOB DESCRIPTION</b>	
<p>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.</p> <p>The Agency's oversight includes 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.</p> <p>The candidate selected for this position will coordinate and manage funding agreements and related documents for capital equipment expenditures, working closely with the Agency's Chief Contracting Officer, Agency Counsel and the Assistant Commissioner for Capital Projects. 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 project portfolio, and tracking agency's equipment project budget.</p>	
<b>Essential Skills</b>	
<p>Demonstrated interest in managing government expenditures for cultural organizations. 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.</p>	
<b>QUALIFICATION REQUIREMENTS</b>	
<ol style="list-style-type: none"> <li>1. Five years of full-time experience in planning, coordinating, budgeting, producing organizing administering or directing a cultural institution; or</li> <li>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</li> <li>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</li> <li>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.</li> </ol>	
<b>To Apply</b>	
<p>Please email your cover letter &amp; resume To: <a href="mailto:crecruit@culture.nyc.gov">crecruit@culture.nyc.gov</a> <b>The JVN# MUST be the only text in the subject line of email.</b>  Also please indicate the JVN# in the upper right hand corner of your cover letter and resume.  <b>Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.</b>  Please send your cover letter and resume only once; you will receive confirmation of receipt.</p> <p align="center">If you do not have access to email, mail your Cover Letter &amp; Resume To:  DCLA /Human Resources Office, 31 Chambers Street, 2<sup>nd</sup> Fl., New York, NY 10007  (Indicate JVN# in upper right hand corner of cover letter &amp; resume)</p> <p align="center">Please submit your cover letter &amp; 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: <a href="http://www.nyc.gov/culture">www.nyc.gov/culture</a></p> <p align="center"><b>Appointments are subject to OMB approval.</b></p>	
<b>The City of New York is an Equal Opportunity Employer</b>	
<b>DATED:</b> 6/2/10	<b>POST UNTIL:</b> FILL
<b>JVN:</b> 126-2010-010671	