

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

<b>OFFICE TITLE:</b> Director, Cultural Institutions	<b>SALARY:</b> \$ 45,615 – \$70,000
<b>CIVIL SERVICE TITLE:</b> Community Coordinator	<b>WORK LOCATION:</b> 31 Chambers Street 2 <sup>nd</sup> Floor, New York, NY 10007
<b>TITLE CODE:</b> 56058	<b>DIVISION/WORK UNIT:</b> Cultural Institutions

**JOB DESCRIPTION**

Reporting to the Assistant Commissioner for Cultural Institutions, the position helps coordinate the City's support for 33 City-owned cultural institutions. These organizations include internationally recognized museums, theaters, botanical gardens and wildlife centers, as well as a myriad of community-based organizations that serve as important anchors for their neighborhoods.

The Director 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 on management, development and governance activities, as well providing guidance on programming and facility management.

- 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.
- Assist in developing the Agency's budget as it pertains to the subsidies for the Cultural Institutions
- 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 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. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an 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 required within 90 days of Appointment

**TO APPLY PLEASE SUBMIT RESUME & COVER LETTER INDICATING JVN# TO:**

[crcruit@culture.nyc.gov](mailto:crcruit@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 Chambers St., 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>DATED:</b> 8/27/10	<b>POST UNTIL:</b> Filled	<b>JVN:</b> 126-2011-014024
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