

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

Office Title: Director of Projects – Program Services	Salary: \$45,615 - \$53,788 annually
Civil Service Title: Community Coordinator	Work location: 31 Chambers Street, 2 nd Floor
Title Code: 56058	Work Unit: Program Services

Job Description

The Department of Cultural Affairs seeks to fill the position of Director of Projects for its Program Services Unit. The agency coordinates the City's support for 33 City-owned cultural institutions as well as hundreds of nonprofit cultural organizations - the astonishingly rich and diverse collection of groups that call New York City home. This constituency represents an array of internationally renowned as well as community-based organizations including performing arts organizations and venues, museums, historic houses, media centers, visual arts spaces, and literary organizations. The Program Services unit currently manages \$37 million annually, receives over 1000 applications and distributes City funding to about 900 organizations. This position reports to the Assistant Commissioner, and as a staff member of the Program Services unit and in addition to articulating agency policies, practices and procedures to the field and to the panels, has responsibilities that include but are not limited to:

Maintaining extensive data systems and records including management of contact and award information; working with the agency and City IT staff to develop and enhance existing technologies for the agency to meet its evolving needs and those of the Programs unit core constituency; preparing and managing the online application and reporting processes which populate the agency's database, and preparing ad hoc analyses and reports for the unit and the agency.

Coordinating and managing the annual application and panel processes, including developing timelines, establishing deadlines and assuring they are met, drafting, preparing and revising documents including power point presentations and web content, outreach correspondence, training materials, budgets and other related documents.

Planning and coordinating over 20 peer review panels, including principle responsibility for recruitment of arts professionals and elected official's representatives to fill approximately 150 panelist slots, coordinating the material provided to the panelists, ensuring the panelists receive materials in a timely manner, overseeing the ranking process used by the panelists and tracking rankings prior to and during each panel session, confirming award recommendations and tracking these data in the agency's systems, documenting panel discussions, and managing the panelist compensation process; preparing statistical analysis and reporting regarding panel outcomes, and assisting to develop strategies to adapt and improve the process.

Payment coordination and management of various fund sources including assuring that applicable requirements are met before funds are released in accord with complex government procedures.

Preferred Skills

The preferred candidate must have an extensive working knowledge of non-profits and arts management and of the NYC cultural community; solid computer skills are a must; experience with database systems such as Siebel, Access and Analytics a plus. The successful candidate must demonstrate excellent verbal and written communication and interpersonal skills; must have the ability to work productively under pressure both independently and as a team member; must exhibit strong organizational skills including the ability to handle paper flow; must be self-motivated, detail-oriented and able to manage multiple, simultaneous tasks and projects; knowledge of evaluation procedures and panel processes valued.

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 required within 90 days of Appointment ***

TO APPLY: Submit your cover letter & resume to recruit@culture.nyc.gov (The JVN # must be the only text in the subject line)

If you do not have access to the Internet, mail your Cover Letter & Resume to:
DCLA /Human Resources Office/ Recruitment 31 Chambers St. 2nd floor, New York, NY 10007
(Include JVN# in the upper right hand corner of your cover letter & resume)

Please submit resume & cover letter only once using one of the above methods. No phone calls, faxes or personal inquiries permitted.
NOTE: Only those candidates under consideration will be contacted. For more information about DCLA, visit us at: www.nyc.gov/culture

All appointments are subject to OMB approval

Date: 12/23/11	Post until: Fill	JVN: 126-2012-97149
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