

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

<b>Office Title:</b> Capital Projects Manager	<b>Salary:</b> \$43,325 - \$66,746 annually
<b>Civil Service Title:</b> Associate Arts Program Specialist (1) Position	<b>Work location:</b> 31 Chambers Street, 2 <sup>nd</sup> Floor
<b>Title Code:</b> 60496	<b>Work Unit:</b> Capital Projects

**Job Description**

The Department of Cultural Affairs (DCLA) seeks to fill the position of Capital Projects Manager in its Capital Projects unit. 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. This constituency represents an array of internationally renowned and community-based organizations including performing arts centers, museums, theaters, botanical gardens and wildlife centers. Projects range from the creation of new performing arts facilities to basic infrastructure improvements.

The candidate hired for this position will be directly involved in the design and construction of capital improvements and construction. He or she will help to prepare scopes of work, engage in selection of architects and contractors, monitor design and construction, perform technical review, and work with other City agencies to ensure compliance with applicable legal requirements. In addition to working closely with many of the over 100 cultural organizations that receive capital funding from DCLA, he or she will have regular contact with various City agencies involved in the City's construction process, including the Department of Design and Construction, the Economic Development Corporation, the Public Design Commission, and the Office of Management & Budget, as well as the offices of the City's various elected officials. Important aspects of his or her portfolio will be the analysis of capacity and review of management strategies for the execution of capital projects, the review of proposals by cultural organizations to purchase, rehabilitate or otherwise operate City-owned space, and working with the Percent for Art Program which commissions, purchases and restores permanent public art work at City-owned facilities. The candidate will also work with others within the Capital Projects unit in the preparation and administration of the agency's annual capital budget

**Essential Skills**

Demonstrated interest in government and in the arts is preferred, as is experience working on design and construction projects, master planning and budgeting. An ability to read, understand and effectively communicate architectural/engineering plans is essential, as are excellent writing, analytical, and interpersonal skills.

**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..

**\*\*\* New York City Residency required within 90 days of Appointment \*\*\***

**TO APPLY**

**By Email:** Submit 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)

**By Mail:** Submit your cover letter & resume to DCLA Human Resources Office/Recruitment, 31 Chambers St. 2<sup>nd</sup> Fl., New York, NY 10007 (Include JVN# in the upper right hand corner of your cover letter & resume)

Please submit your cover letter & resume 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](http://www.nyc.gov/culture)**

**All appointments are subject to OMB approval.**

<b>Date:</b> 01/13/2012	<b>Post until:</b> 6/29/2012	<b>JVN:</b> 126-2012-97632
-------------------------	------------------------------	----------------------------

The City of New York is an Equal Opportunity Employer