

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

<b>Office Title:</b> Program Specialist	<b>Salary:</b> \$35,020 hiring rate less than 2 yrs of City Service \$40,273 minimum incumbent rate - \$54,516 maximum
<b>Civil Service Title:</b> Arts Program Specialist (1) Position	<b>Work location:</b> 31 Chambers Street, 2 <sup>nd</sup> Floor
<b>Title Code:</b> 60495	<b>Work Unit:</b> Program Services

**Job Description**

The Department of Cultural Affairs seeks to fill the position of Program Specialist. The agency coordinates the City's support for 33 City-owned cultural institutions as well as hundreds of not-for-profit 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 \$28 million annually, receives 1100 applications and distributes City funding to almost 900 organizations. The Program Specialist reports to the Assistant Commissioner, and as a staff member of the Program Services unit has responsibilities that include but are not limited to:

- Assisting with Programmatic analysis and evaluation of nonprofit organizations and cultural programs, including conducting audits of events and visiting organizations' facilities.
- Assisting with Fiscal analysis and evaluation of organizations' overall operating budget and in particular Program's funded projects.
- Providing technical assistance to nonprofit arts organizations of all disciplines through articulation of agency policies, guidelines and procedures.
- Reviewing proposals and development of annual grants for cultural services, including evaluation and monitoring of compliance and processing payment requests in accordance with complex government procedures.

The Program Specialist is a key link in the agency's relationship with City government and the cultural community, and acts as a facilitator and administrator of public monies to the cultural community and its public.

**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. Four years of full-time experience in planning, coordinating, budgeting, producing, organizing, administering or directing in a cultural program or a cultural institution; or
2. Three 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 issued by an accredited college, including or supplemented by 24 credits in one of the visual or performing arts or in arts management; 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 a 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> 07/13/2012	<b>Post until:</b> Filled	<b>JVN:</b> 126-2013-103312
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