

EXECUTIVE DIRECTOR OF MATERIALS FOR THE ARTS

General Statement of Duties and Responsibilities

Under executive direction of the Commissioner and Deputy Commissioner of Cultural Affairs, with the widest latitude for the exercise of independent judgment and authority, performs duties of high-level executive nature in the Department of Cultural Affairs, with respect to the Materials for the Arts (MFTA) collection and waste reuse program and MFTA's non-profit fundraising arm responsible for leveraging private sector resources to support related programs; performs related work.

Examples of Typical Tasks

Responsible for the planning, development and formulation of policies relating to assigned programs designed to promote effective reuse practices and art techniques to cultural organizations and art programs at social, health and community service organizations and the NYC public schools.

Directs and implements policies and procedures related to all activities of assigned programs. Exercises direct management over program educational and training services in reuse practices. Responsible for direction and progress of such assigned special programs.

Develops and produces informational programs, materials and technology resources to educate the City's cultural community, arts education programs, and potential donors about MFTA services.

Tracks and evaluates program performance and effectiveness, policies and procedures, management techniques and reports on the need for authorized or appropriate program changes.

When designated represents and acts for the Department of Cultural Affairs at function in which the department is involved.

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Qualification Requirements

1. Graduation from an accredited college with a baccalaureate degree, seven years of satisfactory, responsible full-time managerial experience in warehouse operations for collection and distribution of reusable materials, managerial service with not-for-profit cultural organizations
2. Satisfactory equivalent combination of education and experience.

Lines of Promotion

None. This class of positions is classified in the non-competitive Class.