

## ARTS DEVELOPMENT CONSULTANT

This is consultative and promotional work in the development of cultural arts in North Carolina. Positions in this class are located within the N. C. Arts Council Division in the Department of Cultural Resources. Employees serve as program specialists in Community Development, Folklife, Visual Arts/Literature, Touring/Presenting, Theatre Arts, or Music/Dance and are responsible for assisting in the administration of grants programs designed to strengthen arts organizations and/or to support individual artists and for providing consultative services to arts organizations and/or artists. Work includes the dissemination of information concerning grants programs and other information relevant to the area of assignment, assisting constituent groups in grants preparation, reviewing applications and making funding recommendations to the appropriate boards; monitoring the progress of projects/programs that have been funded; and assisting in the development of new programs and services to more effectively meet the needs of the program constituency. Employees also provide technical assistance to arts organizations on a broad range of issues relating to organizational development and arts management through workshops, on-site visits, and through development of written resource materials. In some program areas, work may also include providing technical assistance relating to a prescribed artistic discipline. Work is performed under the general supervision of an Arts Program Administrator and may include other related duties as determined by the appropriate management authority.

### I. DIFFICULTY OF WORK:

Variety and Scope – Employees are assigned to one of the following areas: Community Development, Folklife, Music/Dance, Visual Arts/Literature, Touring/Presenting, or Theatre Arts. As applicable to the program area, employees provide assistance to individual artists, local arts councils, professional and non-professional arts producing organizations, and other arts and community organizations throughout the state on a variety of arts-related issues including program planning and management, fund-raising, public relations, board structure and function and other areas vital to effective program operations. Work includes evaluating and making funding recommendations on grant applications as well as assisting in the development and implementation of new programs/services/funding categories to enhance and strengthen the development of entities served by the program area of assignment. All activities relate to the promotion and development of the arts in the assigned programmatic area.

Intricacy – Consultative work requires analysis of the needs and/or concerns of constituents in order to provide guidance in increasing organizational effectiveness, advice on technical issues, and/or assistance in problem resolution. Although similarities exist among the constituent groups, there are variables unique to each organization that may impact upon recommendations. Review of grant requests involves assessment of proposal as well as consideration of elements such as community support, organizational strength, impact of programs, and other factors as applicable to the specific funding category in order to make recommendations. Employees assist in evaluating the Arts Council's programs/services in the area of assignment to determine effectiveness in achieving goals and objectives. Employees are also responsible for assisting in identifying areas of need among constituent groups and for recommending means to meet those needs.

Subject Matter Complexity – Work requires an understanding of the concepts and principles associated with arts administration as applicable to the specific organizational entities services; public relations and fund raising methods and techniques; as well as the goals, objectives, and administrative requirements associated with the grants programs in the areas of assignment. Positions in programs dealing with specific artistic disciplines must also have a technical and conceptual knowledge and understanding of the concerned art form field(s).

Guidelines – Policies and procedures as outlined in the program guide governing grants are specific and generally applicable to most situations. Established precedents may also offer some guidance to the employee in making grant recommendations and in providing technical assistance. Textbooks and professional literature are consulted as needed.

## II. RESPONSIBILITY:

Nature of Instructions – Employees plan and schedule daily and weekly activities related to regular ongoing assignments. General instructions are provided on new/major assignments and employees assist in planning. Guidance is given on sensitive matters and policy issues.

Nature of Review – Employees generally meet informally with supervisors on a weekly basis to discuss work progress. Work is formally reviewed on an annual basis. Constituent groups and annual program assessments also provide feedback relating to success of work accomplishments.

Scope of Decisions – Decisions affect the arts organizations and artists applying for grants or requesting technical advice. Employees are also responsible for assisting in evaluating the effectiveness of programs and services in the area of assignment and in the development of new programs.

Consequence of Decisions – Employees' decisions result in recommendations to award/deny grant funds and may affect the level of funding allocated to specific arts organizations. Decisions made during the course of consultative work impact upon the organization's credibility.

## III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts – Contingent upon area of program assignment, contacts may include artists, community and civic leaders, representatives of arts organizations or arts service agencies and representatives of various city, county, state and federal agencies.

Nature and Purpose – Employees explain the guidelines, policies, and objectives of various funding categories/programs of the N.C. Arts Council; to provide guidance to constituents on a variety of arts development issues and to receive input on current arts issues. Employees represent the N.C. Arts Council at various state and regional meetings of arts and arts-related organizations, serving as a resource as requested.

## IV. OTHER WORK DEMANDS:

Work Conditions – Frequent travel is required; however, conditions are generally pleasant and work is typically performed in an office-like setting.

Hazards – Hazards are limited to those normally associated with travel.

## V. RECRUITMENT STANDARDS:

Knowledges, Skills and Abilities – Considerable knowledge of designated art form specialty and/or arts administration. General knowledge of the make-up and dynamics of prescribed constituent groups. Some knowledge of fund raising methods and techniques. Broad knowledge and appreciation of all art forms. Ability to establish and maintain effective working relationships with representatives of arts organizations, artists, and community and civic leaders. Ability to develop credibility with constituents and to make sound

judgements in grant recommendations. Ability to communicate effectively in written and oral form. Ability to organize and conduct workshops.

Minimum Education and Experience – Graduation from a four-year college or university preferably with a degree in art, English, one of the performing arts, or arts administration, depending upon specific area of program assignment, and two years of experience in arts program administration or development work, one of which may be as a professional artist in a field directly related to the area of program assignment; or an equivalent combination of education and experience.