

ARTS PROGRAM ADMINISTRATOR

This is professional administrative, consultative, and promotional work in directing a statewide arts development program within the North Carolina Arts Council Division in the Department of Cultural Resources.

Employees serve as specialists providing statewide direction and leadership as head of one of the following sections: Theatre Arts, Music/Dance, Community Development, or the Visual Arts/Literature. Within the area of assignment, employees evaluate the effectiveness of ongoing programs; assess trends and needs; and formulate long range goals and objectives. Responsibilities include administering grants programs and other projects designed to promote and support arts development as well as initiating, planning, and recommending new funding categories, services, and policies to foster growth of the arts in the area of assignment. Work involves providing consultation to individual artists, arts producing, and arts service organizations, as applicable on a variety of arts management, development and technical issues. Employees represent the interests of constituent groups in promoting and articulating program objectives as well as liaison activities with public and private agencies at the local, regional, state, and national level, as appropriate, in the coordination of arts development efforts. Work may include supervision of a small staff responsible for assisting in the administration of programs or program components and for providing advisory services. Work is distinguished from that of the Arts Developing Consultant by the accountability for program development and planning. Work is performed under the general supervision of the Executive Director, N. C. Arts Council and may include other assignments as determined by appropriated management.

I. DIFFICULTY OF WORK:

Variety and Scope - All activities relate to the promotion and development of the arts in one of the following major programmatic areas: Theatre Arts, Music/ Dance, Visual Arts/Literature, and Community Development. Employees are responsible for the administration of the Council's ongoing programs, some of which may be in cooperation with the National Endowment for the Arts or the Southern Arts Federation, or other arts service organizations; needs assessment; program evaluation; and future program planning and development. Work also includes functions similar to those identified in the Arts Development Consultant class including making funding recommendations on grant applications, providing management assistance and/or technical advice to program constituency, and organizing and conducting workshops. Positions with supervisory functions are responsible for work assignment and review, and participate with considerable influence in the hiring and disciplinary processes.

Intricacy - Program planning requires analysis of trends within the particular area of assignment in order to respond to changing needs through the development of new programs, funding categories, or services. Employees justify the need for new programs and recommend structure, guidelines, policies, and associated funding requirements. Employees are responsible for the evaluation of the effectiveness of existing programs in accomplishing goals and objectives. Consultative work requires evaluation of various technical and administrative concerns of arts organizations in order to provide guidance and/or to assist in the resolution of problems. The review of grant requests involves assessments comparable to those recognized in the Arts Development Consultant class.

Subject Matter Complexity - Work requires an understanding of the following: the principles of arts administration, as applicable to the specific constituent organizations; public relations and fund raising methods and techniques; the principles, methods, and techniques of administration and program planning; the goals and objectives as well as the administrative requirements associated with various grant programs in the area of assignment. Positions in specific artistic discipline areas must have a technical and conceptual knowledge and understanding of the concerned art form field(s).

Guidelines - Work is performed within the general guidelines provided by program objectives and policies/procedures associated with the various grants programs. Established precedents may provide some guidance in the program planning. Professional journals and publications are consulted as needed.

II. RESPONSIBILITY:

Nature of Instructions - Daily and weekly work is self planned and performed independently. Considerable initiative is required in program development phase of the work. Guidance is provided on controversial or sensitive issues and on major policy issues.

Nature of Review - Employees discuss work progress and accomplishments with the Executive Director during periodic conferences and informal discussions. Program goals and accomplishments are formally reviewed on a quarterly basis. Constituent groups also provide feedback regarding effectiveness of programs and services. Employees working in programs serving a specific artistic discipline(s) are considered experts in the medium(s).

Scope of Decisions - Decisions affect arts organizations and artists applying and/or requesting financial or technical assistance as well as the effectiveness of the programs and services administered by the employees in the furthering development of the arts.

Consequence of Decisions - Decisions affect the awarding of grant funds and the implementation and effectiveness of programs in the assigned area. Decisions also impact upon the organization's credibility.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - The range of contacts, which varies somewhat depending upon area of assignment, may include the artists, community and civic leaders, representatives of major arts organizations or arts support agencies and representatives of state and federal agencies.

Nature and Purpose - The purposes of contacts are to provide explanation of policies and procedures; to promote and gain support for the assigned program; to offer guidance on arts management issues; and to receive input on current arts issues. Employees frequently represent the North Carolina Arts Council at various state and regional meetings of arts and arts related organizations serving as a resource as requested, or in the coordination of cooperative development endeavors.

IV. OTHER WORK DEMANDS:

Working 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 - Broad knowledge and appreciation of all art forms. Considerable knowledge of designated art form specialty and/or arts administration depending upon area of program assignment. Considerable knowledge of the needs, make-up, and dynamics of prescribed constituency groups. General knowledge of modern principles methods and techniques of arts administration. General knowledge of public relations and fund raising methods and techniques. Ability to assess North Carolina's needs in the specific area of program assignment and to plan, implement and evaluate programs, services and projects designed to meet those needs. Considerable ability to develop credibility with prescribed constituent groups and to make sound judgements on grant recommendations. Ability to speak effectively in public and to express ideas clearly in writing. Ability to work independently. Ability to establish and maintain effective working relationships with leaders of arts organizations, artists, sponsors, and community and civic leaders.

Minimum Education and Experiences - 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 three years of experience directly related to the specific program area of assignment two of which must have been in a consultative or administrative capacity within an arts organization; or an equivalent combination of education and experience.