

## ARTS PROGRAM ASSOCIATE 1

### KIND OF WORK

Professional program implementation, coordination and development work.

### NATURE AND PURPOSE

Under limited supervision/procedural control, develops and operates arts programs, generally with a specialized focus (e.g., Folk Arts, % for Art, Art and Education, Individual Artists), to provide service and/or funding assistance and advice to arts organizations, schools, and individual artists; performs related work as required.

This class is distinguished from the higher level by the relatively smaller size and magnitude of arts organizations with which this class deals. Positions in the Arts Program Specialist 2 class fall into two categories, either those that specialize in public relations for the Arts Board or those that work with medium to large arts organizations including analysis and assessment of not only artistic excellence but also the overall financial health and viability of the organizations and the educational outreach of the organizations. Associates 1, while responsible for the fiscal integrity of individual project grants are not involved in analyzing the financial health of medium to large size arts organizations as part of the grants evaluation process. Positions at the "2" level may also provide ongoing lead to other staff of the agency.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Coordinates grant process to ensure funds are disbursed in a timely fashion by advising arts organizations, schools, and/or individuals of funding sources and services; reviewing and analyzing grant applications; establishing, organizing, and facilitating advisory committee meetings; writing and editing advisory committee recommendations; and reporting recommendations to board.

Maintains and assists in developing program policies and procedures to ensure compliance with State and federal rules and regulations by analyzing and interpreting federal and State laws; reviewing funding and policy guidelines and forms on an annual basis; revising guidelines and forms as necessary; and evaluating program effectiveness.

Assists artists and art organizations to determine funding and career goals by conducting grant writing and/or idea development workshops and consulting with artists and art organization representatives on an individual basis.

Promotes projects and programs to give visibility to individuals, organizations, and sponsors by writing reports, articles, brochures, etc., for public and legislative dissemination; establishing and maintaining liaisons with leaders in various arts fields; responding to requests for information; conducting informational meetings for artists, organizations and other interested persons; and serving as liaison between organizations and individuals in the field.

Plans and implements programs to promote the arts by conducting research and identifying needs; writing goals and objectives of program; developing budgets; and monitoring program effectiveness.

Establishes and maintains relationships with diverse constituencies to promote the artistic and administrative development of artists and/or art organizations by serving as primary liaison between artists, art organizations, and the Arts Board; working with other funding or service organizations to discuss policies, develop programs, and/or provide services at the local, state, and national levels; and counseling and assisting artists in grant application procedures and career development through individual consultations, seminars, workshops, and conferences.

#### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

##### Knowledge of:

Arts organizations, artists, art networks, and arts education and arts services organizations sufficient to coordinate and implement programs within the arts community.

Arts funding and service resources sufficient to identify and recommend potential sources of assistance for individuals artists and organizations.

Grants process sufficient to ensure grant applications comply with federal and State rules and regulations.

##### Ability to:

Analyze and interpret State and federal laws.

Conduct research and develop new program concepts based on findings.

Communicate clearly, both orally and in writing.

Establish and maintain effective relationships with diverse groups including boards, arts organizations, individual artists, educators, other staff members, and the general public.

Explain and promote arts programs to Legislature, arts community, and the general public.

Organize and prioritize work.

Est.: 12/75  
Rev.: 7/84; 4/93; 11/93

TC: 9/83 Arts Program Associate 1  
Former Title(s): Arts Board  
Representative