

Class Concept

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 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. As applicable to the program area, employees provide assistance to individual artists, local arts councils, professional and nonprofessional 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 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.

Knowledge, Skills, and Abilities

- Basic knowledge of fund raising methods and techniques.
- Working knowledge of the make-up and dynamics of prescribed constituent groups.
- Considerable knowledge of designated art form specialty and/or arts administration.
- Considerable knowledge of and appreciation for 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

Bachelor's degree in art, English, one of the performing arts, or arts administration, depending upon specific area of program assignment, from an appropriately accredited institution 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.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.