

### Class Concept

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 Natural and Cultural Resources. Employees serve as specialists providing statewide direction and leadership as head of one of the following sections: Theater Arts, Music, Dance, Visual Arts, Literature, Folklife, Arts in Education, Community Development, A+ Schools within the area(s) of assignment, employees evaluate the effectiveness of ongoing programs; assess trends and needs; and formulate long range goals and objectives. Responsibilities may include administering projects designed to promote and support arts development, services and policies to foster growth of the arts in area of assignment. Work involves providing consultation to individuals such as artists, folklorists, educators as well as constituent organizations such as arts organizations, municipalities, and schools. Consultation happens on a variety of arts management, development, technical and educational issues. Employees represent the interest 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 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 Development Consultant by the accountability for program development and planning. Work is performed under the general supervision of a member of the Arts Council executive team (Executive Director, Deputy Director, or Director of Operations) and may include other assignments as determined appropriate by management.

All activities relate to the promotion and development of the arts in one of the following major programmatic areas: Theater Arts, Music, Dance, Visual Arts, Literature, Folklife, Arts in Education, Community Development, A+ Schools. 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 SouthArts, or other arts service organizations; needs assessment; program evaluation; and future program planning and development. Positions with supervisory functions are responsible for work assignment and review, and participate with considerable influence in the hiring and disciplinary processes. 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 constituents in order to provide guidance and/or assist in the resolution of problems.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Working knowledge of and appreciation for all art forms.
- Working knowledge of modern principles methods and techniques of arts administration.
- Working knowledge of public relations and fund raising methods and techniques.
- 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.
- 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.
- 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.

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

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 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.

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