

Specification for Class of

ARTS PROGRAM ASSISTANT

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Provides administrative support for professional staff and performs entry-level professional duties in a major arts program.

Distinguishing Characteristics: These positions report to professional staff and are responsible for and have decision-making authority in such administrative areas as processing of art contracts, interpreting art program guidelines and procedures for program constituents, and assists in the preparation of art program budgets. May supervise clerical or secretarial positions.

Typical Work

Screening of applications, resumes, proposals, etc., for completeness, conformance with guidelines and eligibility;

Acts as liaison to outside agencies and organizations within assigned program area;

Coordinates work of program with other program staff and other agencies;

Reviews work of professional staff to assure input/output is in conformance with rules, laws and policy which requires substantial knowledge of the agency and its programs;

Assists program staff in planning, budgeting, staffing and scheduling for programs; schedules, organizes and coordinates arrangements for meetings;

Conducts research projects and compiles statistical information for programs;

Establishes procedures for, supervises and coordinates work of subordinate office staff;

Sets up and maintains program fiscal records;

Performs other work as required.

Knowledge and Abilities

Knowledge of: basic administrative procedures and practices; State and departmental policies; arts commission programs, policies and procedures.

Ability to: prepare coherent and meaningful reports; express himself/herself well orally and in writing; work effectively with others.

Minimum Qualifications

A Bachelor's degree in art, education, administration, political science, journalism or closely allied field.

OR

Associate of Arts degree in art, education, administration, political science, journalism or closely allied field and two years' senior clerical level experience working in administrative support in a recognized art program.

OR

Two years' technical experience working in administrative support of a recognized art program.

Senior clerical level experience working in administrative support of a recognized art program may be substituted for education on a year-for-year basis.

A recognized arts program is any activity that is conducted on a regular basis which either presents the work of performing, visual, literary or media artists or engages people in active training or participation in these arts forms. Such programs may be provided by arts organizations, community-based organizations or represent a component of a nonarts organization with a history of involvement in the arts; or recognized professional artists who as self-employed individuals have a documented history of presenting, performing, visual or literary arts to the general public through exhibitions, performance or publication. Closely related are ongoing programs which promote and advocate the arts to the general public.

Examples: A season of theater, dance, music by a professional or community arts group; a program of exhibitions of visual

artworks; a series of literary readings or publications; a series of news, T.V. or radio broadcasts of arts events; a series of arts classes or workshops; arts festivals; or a component of a large arts organization which either presents or promotes the works of the artists.

New class

Effective April 10, 1981

Revised November 9, 1984

Revises minimum qualifications

Revised September 11, 1987

Revises minimum qualifications