



An Equal Opportunity Employer

CAREER OPPORTUNITY

NON-MERIT POSITION

TITLE: Arts Council Program Specialist I/II

LOCATION: Missouri Arts Council
815 Olive Street, Ste. 16, St. Louis, Missouri 63101

SALARY: \$34,596 to \$35,844 Annually (Based Upon Experience and Education)

CLOSING DATE: July 14, 2014

APPLICATION PROCESS:

Please send (via mail, email or fax) a cover letter, up-to-date resume, copy of transcripts (if applicable) and contact information for three professional references by the closing date to:

Email: HRHelpdesk@ded.mo.gov

Fax: (573) 522-9814

QUALIFICATIONS:

One or more year(s) of professional or technical experience in performing or fine arts related activities such as theater, dance, music, literature, or arts administration; **and** bachelor's degree from an accredited four-year college or university with specialization in theater, music, arts administration, English literature, visual arts or a related area, e.g., sociology, psychology, community development, public administration.

POSITION DEFINITION:

Professional position in the Department of Economic Development through managing and coordinating assigned performing and/or fine arts grant programs for the Missouri State Council on the Arts

POSITION REPORTS TO: Assistant Director

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Primary Functions

- Plans, coordinates, and manages the operations of assigned performing and/or fine arts grant programs.
- Reviews program grant applications; participates in the evaluation process for the assigned discipline areas; and assists applicants with program development.
- Travels throughout the state as necessary to monitor arts programs and activities to ensure compliance with Council guidelines and policies and to provide technical assistance to organizations.
- Provides advice and assistance to nonprofit organizations, institutions and individuals relating to organizing, developing, and/or improving arts programs, and monitors administration of approved programs.
- Interprets and explains Council policies, procedures and program guidelines to artists, art organizations, schools, community representatives, public officials, other state agencies and the general public.
- Participates in development and implementation of Council policies and guidelines relating to assigned discipline areas.
- Prepares program evaluations and recommendations for review by the Council, review panels, and advisory committees.
- Provides information relating to the needs of the organizations in the assigned discipline areas.
- Coordinates advisory committee meetings throughout the state, represents the Council at state, regional and national meetings on matters pertaining to assigned discipline areas.

View all job openings with the Department of Economic Development at www.ded.mo.gov

EOE:F/M/V/D

- Functions as a liaison between the Council and the arts community, review panels, non-profit organizations, advisory committees and the general public.
- Prepares and conducts application writing and other technical assistance workshops throughout the state.
- Researches and creates a variety of reports, documents, and materials in response to requests from agency managers, external constituents, legislators, and officials of the state and federal government.
- Prepares handouts, slides, and graphics for workshops and conferences.

Additional Functions:

- Researches and secures grant funding resources; develops program ideas and prepares grant proposals; administers funded initiatives
- Prepares technical assistance plans and provides on-site consultation to staff and board members of organizations relating to management/organizational development, long-range planning, marketing, fundraising and publicity.
- Organizes and coordinates review panel meetings for the selection of artists and groups; coordinates meetings with artists/groups and presenters to review agency policies and guidelines and to evaluate program results.
- Assists with federal grant applications and related documentation.
- Performs other duties as assigned.

JOB KNOWLEDGE, SKILLS, AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential function of the job with or without reasonable accommodations.

- Considerable knowledge of state and federal regulations; and Council policies, procedures and program guidelines applicable to the assigned discipline areas.
- Considerable knowledge of the Council's purposes, goals and objectives.
- Considerable knowledge of existing and potential state, regional and national arts needs, activities and resources.
- Considerable knowledge of federal, state, and local grant funding sources and guidelines.
- Considerable knowledge of current practices and procedures for establishing and evaluating programs and activities.
- Ability to identify, develop, evaluate, and monitor arts programs and activities.
- Ability to interpret and explain Council policies, procedures and program guidelines.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare complete concise reports.
- Ability to plan and organize work activities to achieve organizational goals and objectives.
- Ability to travel in the performance of assigned duties.
- Ability to establish and maintain effective working relationships with co-workers, arts professionals, not-for-profit organizations, community representatives, public officials and representatives of federal and state agencies, and the general public.

FOR INFORMATION REGARDING MAC:

Please visit: www.missouriartscouncil.org