

Iowa Department of Administrative Services – Human Resources Enterprise  
Classification Series Guidelines

## Arts Programmer Series

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### Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
20583	Arts Programmer 1
20585	Arts Programmer 2
20574	Arts Programmer 3

### Series Concept

This series includes positions which perform professional arts program planning for the Iowa Arts Council. They provide technical assistance to local governments, schools, individual artists, nonprofit arts organizations, and community organizations regarding arts grant programs and other arts division programs.

### Exclusions

- Positions which perform the full-range of supervisory responsibilities sufficient for a collective bargaining exemption.
- Positions requiring specialized knowledge of management theory and principles and having primary concern for the manner in which program objectives are accomplished through the effective utilization of staff, money, and materials resources. Such positions are classified within the Management Analyst series.
- Positions involving analytical or evaluative work which has as its paramount requirement competence in a specialized subject-matter field should be classified in field (i.e., Budget Analyst, Statistical Research Analyst, etc.).
- Positions which perform general professional program planning work in developing, planning, advising, and coordinating plans, programs, and regulations should be classified the Program Planner series.

### Class Distinctions

#### Arts Programmer 1

Employees in this class perform entry/full performance level tasks providing training, experience, and technical competence in professional arts program planning. The Arts Programmer 1 drafts and implements an arts project or workshop and provides basic technical assistance to constituents regarding grant programs/other arts division programs. They assist Arts Programmer 2s and 3s and work under the supervision of an experienced arts programmer. At this level, assigned duties and responsibilities are limited to a specific program area and work results primarily impact the organizational unit assigned.

#### Arts Programmer 2

Employees in this class perform tasks at the journey level with assignments involving greater variety and difficulty than the Arts Programmer 1. Problem resolution also requires a broader knowledge of

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principles, techniques, current trends, laws, and policies concerning nonprofit organizational management. Positions at this level provide more detailed technical assistance to constituents regarding grant programs or other arts division programs and work extends beyond the Arts Council to council constituents. Arts Programmer 2 positions receive less supervision than at the first level, with instructions provided periodically to direct and track projects.

### **Arts Programmer 3**

Employees in this class lead two or more employees, volunteers, etc., and perform advanced level program planning/implementation of a broad scope and depth. Assignments involve greater variety, difficulty, and independent action than at the first two levels of the series, with problem resolution requiring a comprehensive knowledge of principles, techniques, current trends, laws, and policies concerning nonprofit organizational planning and the arts. Positions in this class provide detailed technical assistance to constituents regarding grant programs or other arts division programs, including training of the general public in grant writing techniques and strategies for arts organizations and schools, with most work being self-directed.

*Effective date: 12/14 KF*