

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
ARTS PROGRAMMER 1

DEFINITION

This job classification is used only by the Department of Cultural Affairs, Arts Division.

Learns and performs at the entry level professional arts program management of limited technical scope and depth; provides basic technical assistance to constituents regarding grant programs and other arts division programs; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Drafts plans for and, with supervision, implements a project or workshop of limited scope.

Researches topics and produces drafts of documents, articles, or other materials that provide helpful information to arts council constituents.

Learns agency programs, policies, and operating procedures.

Responds to citizen questions relative to the budget and other program activities and interacts with other state government agencies, including the Iowa General Assembly.

Learns criteria and guidelines for arts-related grant programs offered by the State of Iowa.

Responds to basic technical assistance inquiries from grant applicants.

Researches data about artists, arts organizations, and resources to update listings and keep them current.

Applies general knowledge of the arts or public administration to tasks in assigned program areas.

Learns to recognize prominent trends and patterns in the program areas assigned.

COMPETENCIES REQUIRED

Knowledge of principles, techniques, current trends, laws, and policies concerning nonprofit organizational management.

Knowledge of several arts disciplines, e.g., visual arts, music, dance, or theater and the needs and abilities of artists in those disciplines.

Knowledge about grant work, including fundraising research and fundamentals of applying for grants.

Knowledge of the functions and organization of state government.

Ability to interpret and apply agency policy.

Ability to learn agency program content, policies, and procedures.

Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.

Ability to express clearly and concisely, both orally and in writing.

Ability to develop and maintain effective working relationships with other people, and work effectively in a team setting.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Four years of post high school education or experience in arts, nonprofit, or public administration at the local, regional, state, or national level;

OR

an equivalent combination of experience and education substituting one year of the required experience for each year (30 semester hours or 1 year) of the required education.

NOTE:

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Arts Division of the Department of Cultural Affairs.

Effective Date: 09/12 BR