

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
ARTS PROGRAMMER 2

DEFINITION

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

Performs professional arts project or program management of moderate technical scope and depth; provides detailed 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

Provides planning assistance to nonprofit arts organizations, artists, or art educators; guides constituents in the preparation of grant applications; maintains files and program information.

Designs research projects and conducts field investigations, surveys, and demographic studies to guide planning of arts program services.

Plans, implements and conducts grant writing training for specific constituent groups.

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

Develops relationships with potential local, state, and national arts partner organizations.

With moderate supervision, plans and leads implementation of arts workshops, forums, or other constituent meetings.

Recommends policies and procedures for carrying out an arts project or program; provides assistance to local artists, arts organizations, or schools on arts programming.

Prepares public informational materials related to arts division programs, model arts programs, and recommended resources.

Travels extensively within the state to meet with constituents and provide technical assistance; makes public appearances to represent agency programs.

COMPETENCIES REQUIRED

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

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

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

Knowledge of the functions and organization of state government.

Ability to plan and carry out major project activities.

Ability to interpret and apply agency policies.

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

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

Ability to speak before public and private groups.

Ability to develop and maintain effective working relationships with other people, and to 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

Six 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;

OR

eighteen months of current, continuous experience in the state service as an Arts Programmer 1.

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: 02/13 BR