

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
ARTS PROGRAMMER 3

DEFINITION

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

Performs advanced professional level arts program planning and implementation of broad, technical scope and depth in a comprehensive area; 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

Assists a supervisor in assuring that work assignments are carried out by performing, in accord with procedures, policies, and standards specified by a supervisor, duties, e.g., answering questions about procedures and policies, distributing and balancing workload, and accepting, modifying, or rejecting work.

Provides advanced planning assistance to arts and community organizations in developing arts program plans; guides groups in the preparation of grant applications; maintains files and program documentation.

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 the general public and 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.

Initiates, develops, or strengthens relationships with potential local, state, and national partners.

With limited supervision, plans and implements workshops, forums, or other constituent meetings to address arts issues.

Coordinates, reviews, and provides technical assistance to local governments, schools, individual artists, arts organizations, and community organizations on strategic planning or project planning.

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

Prepares reports and public informational materials for government officials, and the public; performs planning research including legislation analysis.

Makes public appearances to represent the agency program.

COMPETENCIES REQUIRED

Knowledge of principles, techniques, current trends, laws, policies, and best practices 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 the functions and organization of state government.

Ability to carry out major project activities.

Ability to interpret and apply agency policy.

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

Seven 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

twelve months of current, continuous experience in the state service as an Arts Programmer 2;

OR

twenty-four 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: 09/12 BR