

ARTS COUNCIL PROGRAMS DIRECTOR

DESCRIPTION: Under administrative direction, reviews grants projects available through the Nebraska Arts Council to eligible artists, art organizations, and other nonprofit organizations; incumbents supervise professional, technical, and/or other clerical staff and are supervised by the Arts Council Executive Director; has oversight responsibility for major agency programs, public relations and outreach activities; performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Responsible for administration and oversight of Education, Community, Industry, Cultural Heritage, and related programs; this include various public relations activities and supervision of Program Coordinators.

Plans, coordinates and conducts grant review panels to select grant recipients for agency grant programs; this includes selecting panelists to serve on grant review panels, assembling applicant materials for review by panelists and conducting panel meetings.

Completes written evaluation of grant applications and recommends funding, approval/denial of project revisions, and final payments.

Plans, supervises, and participates in select phases of the grant management process, such as the application for funds.

Reviews statutes, rules, regulations, policies and procedures associated with agency projects to determine their application to fiscal and grants management practices.

Assists agency staff in maintaining and updating various grant funded activities and in writing activity and progress reports.

In cooperation with the Arts Council Associate Director, oversees and coordinates the development of grant documents and contracts used to manage grant funds.

Plan, schedule and conduct grant workshops to advise applicants on the grant funding processes and requirements and to provide information on Nebraska Arts Council programs.

Advise constituents on budgeting, arts programming, marketing strategies, organizational development, and problem solving.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: state, federal and private funding procedures; state statutes as they apply to the Nebraska Arts Council; exhibition, curatorial and artist selection procedures; artist contracts; labor contracts and state personnel rules and regulations.

## ARTS COUNCIL PROGRAMS DIRECTOR (continued)

Ability to: evaluate resumes and select panelists for grant review panels; make and defend decisions; work independently; set goals and objectives; supervise a staff to meet agency goals and objectives.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: arts disciplines and programs; grants and contracts processing and monitoring; accounting principles; practices, methods and procedures; management techniques; computer capabilities and applications.

Ability to: communicate effectively; work effectively with co-workers, superiors and arts professional; organize and direct projects; work under pressure; meet deadlines.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, abilities, and skills. A general qualification guideline for positions in this class is a Master of Arts (M.A.) Degree in arts administration or public administration or an art discipline; or an M.A. or Master of Fine Arts Degree in art history, public art administration or art; PLUS two years experience with increasing responsibility in non-profit arts agency, or a local, regional or state arts agency; OR a bachelors degree in one of the above listed areas with five years experience.