



# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Cultural Communications Specialist
<b>Organization:</b>	New York City Department of Cultural Affairs
<b>Department/Office:</b>	Department of Cultural Affairs
<b>Location:</b>	New York, NY
<b>Salary:</b>	\$50,000-55,000 with generous benefits
<b>Start Date:</b>	8/1/2011 or 9/1/2011

## ORGANIZATION / DEPARTMENT DESCRIPTION

The New York City Department of Cultural Affairs (DCLA) provides funding, technical assistance and promotional support for 33 City-owned cultural institutions as well as more than 1500 not-for-profit cultural organizations and programs throughout the five boroughs. This constituency represents a diverse array of internationally renowned and community-based organizations, including performing arts centers, museums, theaters, wildlife centers, botanical gardens, visual arts and film centers, and arts education.

## POSITION DESCRIPTION

The New York City Department of Cultural Affairs (DCLA) and The Fund for the City of New York (FCNY) are providing this opportunity for recent doctorates interested in public sector grant management, research and policy-making impacting the City's not-for-profit cultural field. Interested candidates will perform critical research, analysis and support on long-term initiatives and projects to promote and serve the City's not-for-profit cultural community.

The Cultural Communications Specialist will provide research and project management support for special agency initiatives working with the Deputy Commissioner and executive staff. Assignments will include ongoing research initiatives and messaging around the City's cultural community. Projects will include but not be limited to the following:

- research and planning for the development of real estate to support the workspace needs of the artist community;
- planning and support for professional development convenings for managers and leaders of cultural organizations to highlight best practices and emerging management techniques;
- researching trends in public and private funding to the arts community, fiscal trends of arts organizations and various public relations issues that impact the Agency and the field.

## QUALIFICATIONS

- Ph.D. in relevant fields such as disciplines of the humanities and humanistic social sciences.
- Experience in not-for-profit cultural organizations and/or the public sector. Interest in and awareness of issues in funding for the arts.
- Excellent research, analytical, and writing skills.
- Facility for collecting and distilling information and data.
- Experience and strong abilities in organizing and planning professional events.
- Flexibility, initiative, and good problem-solving; ability to move with shifting priorities.
- Ability to meet deadlines and to handle increasing levels of responsibility.
- Excellent interpersonal and cross-cultural skills.
- Ability to work with a team and without supervision.
- Commitment to DCLA's mission of supporting and strengthening New York City's vibrant cultural life through public funding for not-for-profit cultural organizations.

## APPLICATIONS

- Information on the ACLS Public Fellows program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- Have to be submitted through the ACLS Online Fellowship Application system (ofa.acls.org)
- Application deadline: **May 16, 2011, 3pm (EDT)**

This position is *only* available through the ACLS Public Fellows program.  
You may *not* contact the hosting agency to inquire about this position.