

PUBLIC FELLOWS PROGRAM



Job Title:	Cultural Programs Specialist
Organization:	New York City Department of Cultural Affairs
Department/Office:	Community Development Fund
Location:	New York, NY
Salary:	\$50,000-55,000 with generous benefits
Start Date:	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 Programs Specialist will manage grant-giving to arts and cultural organizations, performing data analysis, and providing technical assistance to grantee organizations.

The Programs Specialist will assume grant administration duties managing an individual portfolio of the Agency's \$27M Community Development Fund (CDF). Last year, the Agency managed 900 applications and funded 600 awards to the City's arts and cultural organizations for cultural program activities. The Programs Specialist will report to the Assistant Commissioner for Programs Services and work as part of a team of specialists who manage, dispense and monitor CDF funding, and provide technical assistance.

The Programs Specialist will be responsible for guiding a portfolio of 130 organizations through the CDF applicant process, participate in informational training sessions, review applications and orally present funding applications to 20 competitive funding review panels. The Programs Specialist will also monitor and report on grantee events and activities, perform fiscal analysis of grantees, advise on budget adjustments and monitor contract compliance by organizations.

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

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.
- Experience in program administration and/or grant-making.
- Excellent research/writing skills and analytical/organizational abilities.
- Flexibility, initiative, and good problem-solving; ability to move with shifting priorities.
- Solid judgment and demonstrated ability to handle sensitive, confidential information in a discreet, professional manner.
- Ability to meet deadlines and to handle increasing levels of responsibility.
- Facility for interacting with various stakeholders: organizational partners, reviewing panelists, grantees, and the general public.
- 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
- Have to be submitted through the ACLS Online Fellowship Application system (ofa.acls.org)
- Application deadline: **May 16, 2011, 3pm (EDT)**

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