

CULTURAL PROGRAMS SPECIALIST

POSITION DESCRIPTION

A municipal department of arts and culture is providing this opportunity for recent doctorates interested in public sector grant management, research, and policymaking 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, perform data analysis, and provide technical assistance to grantee organizations.

The Programs Specialist will assume grant administration duties managing an individual portfolio of the host organization's community development fund. They will report to the Assistant Commissioner for Programs Services and work as part of a team of specialists who manage, dispense, and monitor funding, and provide technical assistance.

The Programs Specialist will be responsible for guiding a portfolio of organizations through the fund's applicant process, participating in informational training sessions, reviewing applications, and orally presenting funding applications to 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.

QUALIFICATIONS

- PhD in relevant fields such as disciplines of the humanities and interpretive 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 handle increasing levels of responsibility.

*****This position description from a past competition of the Mellon/ACLS Public Fellows program is intended to serve as an example of one of the diverse roles in which fellows translated their humanities skills into successful work and post fellowship careers. For more information about past placements in this program, see the Recent Awardees page on the ACLS website.*****



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- 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 the host organization's mission of supporting and strengthening the city's vibrant cultural life through public funding for not-for-profit cultural organizations.

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