



Department of
ADMINISTRATIVE SERVICES
Job Postings



Department of Economic and Community Development
THE OFFICE OF THE ARTS
Program Associate 1

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: One Constitution Plaza, Hartford, CT 06103
Job Posting No: 77960
Hours: Full time, 40 hours per week
Salary: Grade AR-22 (\$2,422.04 - \$3,134.37 bi-weekly)
Closing Date: September 22, 2016—applications must be received no later than 5:00 PM

Eligibility Requirement: This is an unclassified, bargaining-unit position open to all applicants who meet the experience and training requirements established in the DAS Class Specification for class code 6580, which can be viewed by accessing this link <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=6667>.

General Information: The Program Associate 1 reports to the Director of Culture and, as a key partner, works independently to support the grant-making, researching, and developing activities necessary to implement arts and cultural programs in a wide range of artistic areas. Use your knowledge of, and **passion** for, the Arts and Culture to promote programs and events that will encourage appreciation of artistic and cultural events.

Essential Functions: Refer to Examples of Duties listed on DAS Class Specification 6580. Specific functions include:

- Supporting the Director of Culture with the development, implementation and evaluation of strategies and investments to ensure success and community impression.
- Developing and maintaining familiarity with regional and national activities in the field of the Arts.
- Assisting with tracking and reporting activities associated with grant-making, including special initiatives and programs.
- Tracking and maintaining program-area impact and goals.
- Serving as liaison to internal and external partners to plan and implement events and initiatives.
- Coordinating, along with colleagues, all aspects of meetings, conventions and events.
- Participating in special projects and activities as necessary to fulfill the mission of the Office Of The Arts.

Knowledge, Skills and Abilities: Knowledge of principles and practices in arts administration; knowledge of grant preparation; knowledge of diverse artistic disciplines across visual performing, literary and emerging art fields; interpersonal skills; oral and written communication skills; ability to develop, implement, coordinate and evaluate arts programs; ability to evaluate and report on programs in progress; ability to deal effectively with others; ability meet strict time deadlines, especially those involving events and presentations; to utilize computer software.

General Experience: Two (2) years of professional level experience in general arts administration or the management or production of arts programs.

Preferred Experience: A Bachelor's degree in Arts Administration is preferred; knowledge of Connecticut's arts and cultural landscape is strongly preferred.

Application Instructions: Interested and qualified applicants should submit a cover letter that describes their interest and suitability for the position, a resume, and an Application for Employment (Form [CT-HR-12](#)) to:

Joe Olender, Human Resources Specialist
Department of Administrative Services, Small Agency Resource Team—SmART Unit
165 Capitol Avenue, 5th Floor East
Hartford, Connecticut 06106

Confidential Fax (preferred method of submission): 860-622-2833

Materials may be attached to email and sent to Joseph.Olender@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.