

New York State Department of Civil Service
Division of Classification & Compensation

Classification Standard

Occ. Code 2833400

Arts Team Associate, Grade 18	2833400
Arts Program Associate, Grade 23	2833500
Arts Program Director, M-2	2833700

Brief Description of Class Series

The positions support arts programs throughout New York State, administer the Council's funding and developmental activities, and provide technical assistance to arts organizations. All positions are in the non-competitive class at the New York State Council on the Arts.

Distinguishing Characteristics

Arts Team Associate: under the general direction of an Arts Program Associate, prepare and monitor the cultural services contract management process.

Arts Program Associate: first supervisory level; supervise the cultural services contract administration process under the general direction of the Arts Program Director.

Arts Program Director: managerial level; provides leadership for an arts discipline; monitors trends and issues affecting all arts disciplines; and manages discipline-specific contract management programs under the general direction of higher-level staff.

Illustrative Tasks

Arts Team Associate: prepares cultural service contracts and oversees distribution by clerical staff; monitors returned contracts; prepares returned contracts and encumbrances for processing; prepares materials for audit of contracts; contacts organizations for final reports; answers applicants' questions about contracts and contracting process; analyzes financial information to determine contract compliance; and prepares statistical and written reports relating to the contract process.

Arts Program Associate: prepares applications in a variety of arts program categories for competitive and comparative review by peer panels; evaluates applications using programmatic and fiscal criteria; prepares written reports, organizational reviews, statistical analyses and memoranda for peer review panels; presents grant analysis and recommendation before the Arts' Council review panel; communicates Arts' Council grant decisions and funding rationale to applicants; monitors contract compliance of grantees; convenes meetings, forums, workshops, and seminars or corresponds with applicants to address specific questions about arts grant programs; represents the Arts' Council in the absence of the Director at meetings, symposia and professional conferences; and performs the full range of supervisory duties of Arts Team Associates.

Arts Program Director: develops arts program and contract management policies and procedures; works with peers and higher level staff to establish grant review schedules; develops, implements, and ensures consistent implementation of grant guidelines and policies; organizes grant review processes, including assigning applications for review, evaluation, and panel presentation; prepares written reports, organizational reviews, statistical analyses and memoranda for peer review panels; develops recommendations for advisory panels, committee, and Council meetings and serves as program resource; surveys arts programs and needs, and proposes plans to meet those needs; responds to requests for policy clarification and technical assistance; develops, monitors, plans and projects the expenditure budget; maintains, analyzes and provides statistical data on arts programs receiving grants; and performs full range of supervisory duties over Arts Program Associates.

Minimum Qualifications

Arts Team Associate

Non-competitive: Six years of specialized experience involving arts and/or cultural programs, activities, or initiatives gained in a variety of settings including, but not limited to, nonprofit or commercial organizations; government and quasi-governmental entities; arts programs or components within non-arts entities (such as the arts program of an educational institution, communications organization, corporate entity, or philanthropic organization); or other public or private sector organizations performing one or more of the following:

- A. Grant administration, including program design, application review, panel facilitation, contract administration, or grantee reporting, such as serving as a program officer, program associate, or grants coordinator
- B. Compliance, accounting, or financial management work for grants or loans funding public or nonprofit projects with complex terms, including the use of accounting and financial management systems, such as serving as a capital eligibility advisor, public finance advisor, grants accountant, or fiscal compliance officer.

- C. Designing or managing programs, projects, or initiatives, including project design, policy research, project planning, or implementation oversight, such as serving as a senior program officer, policy analyst, project manager, or strategy consultant.
- D. Convening, stakeholder engagement, and public programs, including planning and facilitating forums, panels, public events, partnerships, or coalition building, such as serving as a public programs manager, public engagement specialist, communications director, or government affairs officer.
- E. Practicing artistic work in any discipline, including performing, visual, musical, literary, curatorial, or folk, traditional, and culturally specific arts forms, such as work as a dancer, actor, play director, visual artist, musician, writer, or curator.. *

Arts Program Associate

Non-competitive: Seven years of specialized experience* as described above.

Arts Team Director

Non-competitive: Nine years of specialized experience* as described above, two of which must have been at a supervisory level.

*Substitutions: An associate's degree may substitute for two years of specialized experience. A bachelor's degree may substitute for four years of specialized experience. A master's degree may substitute for five years of specialized experience; a JD may substitute for six years of specialized experience; a Ph.D. may substitute for seven years of specialized experience.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 9/2026

CM