

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

ARTS COUNCIL ASSOCIATE

POSITION CODE: 01523  
Effective: 1-1-79

DISTINGUISHING FEATURES OF WORK:

Under direction, performs routine assignments on a beginning professional level; receives orientation in the various aspects of the Illinois Arts Council and its programs; assists with the administration of specific programs and special projects.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Screens grant-in-aid applications and reviews for content compliance; solicits missing and supplemental information from applying organizations; answers questions of and provides information to not-for-profit and community arts organizations regarding procedures for the grant-in-aid process and program assistance.
2. Maintains or assists in the maintenance of records of grants payments; processes or assists in the processing of approved payments under various grants-in-aid programs.
3. Assists in the preparation of material to be presented at Illinois Arts Council meetings; attends advisory panel meetings; assists in scheduling and conducting selection panel meetings.
4. Notifies applying arts groups of grant status; responds by letter or by telephone to questions and routine requests for information.
5. Maintains and updates a variety of mailing lists and information files including those in the Arts Council Resource Center.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill, and mental development equivalent to four years of college, with courses in the liberal arts, the humanities, the performing or fine arts, or closely related field.

Requires no specific previous experience.

Knowledges, Skills and Abilities

Requires elementary knowledge of the principles, methods and techniques used in the promotion of the creative arts.

Requires ability to learn about and apply Illinois Arts Council and National Endowment for the Arts procedures for financial assistance application.

Requires ability to communicate both orally and in writing.

Requires ability to establish and maintain working relationships with coworkers, artists, representatives of arts and sponsoring organizations, and the general public.