

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

ARTS COUNCIL PROGRAM REPRESENTATIVE

POSITION CODE: 01527

Effective: 1-1-79

DISTINGUISHING FEATURES OF WORK:

Under general direction, assists in coordinating arts programs on a statewide basis in support of Illinois Arts Council policies and directives; performs liaison functions with artists, not-for-profit arts organizations, community arts groups, and sponsoring organizations; assists with grant-in-aid applications and monitors approved grants; provides professional assistance and consultation in the promotion and development of the arts.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Coordinates arts and arts awareness programs for community organizations; may act as a liaison to organizations and artists involved in artists-in-residence programs; occasionally negotiates or assists in negotiating contracts between artists and sponsoring organizations.
2. Participates in the review of grant-in-aid requests; prepares supplemental material and evaluates requests; answers questions regarding availability of types of grants, the application process, and information required on applications.
3. Authorizes and processes grant-in-aid payments to artists and organizations; maintains journal records of payments and expenses for budget purposes; monitors grant funded programs; coordinates the audit of grant funded programs by advisory panel members.
4. Assists in compiling and maintaining lists of advisory panel members and potential advisory panel members; as appropriate, makes recommendations for appointments to panel; may convene panel as necessary.
5. Provides professional assistance and consultation to Illinois artists and not-for-profit organizations in the promotion and development of the creative arts.

## ARTS COUNCIL PROGRAM REPRESENTATIVE (Continued)

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 area.

Requires two years professional experience in the promotion of the arts or arts programs.

#### Knowledges, Skills and Abilities

Requires working knowledge of the policies, procedures, and programs of the Illinois Arts Council.

Requires working knowledge of the National Endowment for the Arts and its programs.

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

Requires elementary knowledge of grants application and monitoring.

Requires ability to coordinate various facets of program implementations.

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

Requires ability to gather information and coalesce a variety of material into comprehensive reports.

Requires ability to travel extensively throughout the State.

Requires ability to communicate effectively both orally and in writing.