

**DIRECTOR OF ARTS****NATURE OF WORK**

Under administrative direction, administers the arts and humanities programs in the Division of Culture and History. The work involves developing and implementing grants to fund the work of West Virginia artists and performers. In conjunction with the West Virginia Commission, sets objectives for the grants programs and oversees and directs the completion of grant applications and proposals. Performs related work as required.

**EXAMPLES OF WORK:**

Identifies and assists in developing quality arts resources within the state for presentation at the state, regional and national level.

Oversees and directs the preparation of grant applications to the National Endowment for the Arts.

Supervises the development and refinement of new grants programs and policies for the West Virginia Commission on Arts.

Provides technical assistance to local arts organizations on board and staff development and financial planning and fund raising.

Presides over the review of requests for financial assistance and technical assistance that are made through the grants and awards program of the Commission.

Prepares Arts and Humanities Section Budget of the Division of Culture and History's annual budget.

Submits annual budget report to Commission as to accomplishments of the Arts and Humanities Section. From this information, develops materials to create public awareness of programs of the section.

Develops programs and conferences as requested by the Commissioner and the Arts and Humanities Commission. Supervises the preparation for Commission meetings including housing arrangements and meeting places.

Serves as an advisor to the Commissioner on projects involving the Arts and Humanities section.

Formulates and executes policies relating to the functions of the section.

Interprets existing Commission policy in the process of implementing and facilitating section programs.

Supervises the maintenance of records of Arts and Humanities Commission; oversees and directs the recording of minutes, financial reporting and statistical records as well as documentation of grant awards.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of federal grants guidelines and appropriate methods of accessing these funds.

Knowledge of administration and programming of fine and performance arts.

Skill in communications and establishing and maintaining public relations.

Ability to oversee and direct the processing of grants for arts and humanities programs.

Ability to complete objectives in conjunction with boards of directors and volunteer organizations.

Ability to develop policies, procedures and programs for showcasing fine and performance art.

Ability to ensure fiscal integrity of grants programs for arts and humanities.

Ability to direct and oversee the preparation of grant proposals and applications.

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**DIRECTOR OF ARTS (CONT'D)**

**MINIMUM QUALIFICATIONS:**

**TRAINING:** Graduation from an accredited college or university with a major in fine arts, theater, performing arts, English, humanities or a closely related field.

**EXPERIENCE:** Two years of full-time or equivalent part-time paid experience in arts and humanities program development, implementation, administration and grant writing.

Established: 7/16/92

Title Change: 5/25/07

Effective: 5/25/07