

**CULTURAL PROGRAM ASSOCIATE**

**Nature of Work:** Under general supervision functions in a program support capacity or under direct supervision performs entry level work in learning an arts and humanities program. This is a dual purpose classification that provides an entry level professional class or a bridge class from the clerical to professional ranks. May involve travel. Performs related work as required.

**Distinguishing Characteristics:** This class differs from the full-performance Cultural Program Specialist by a lesser degree of program knowledge. This is exhibited in the need for direct supervision of the position. OR the position may have responsibility for a limited support or technical function within a program.

**Examples of Work**

Learns an arts and humanities program under the direction of a higher level worker or the supervisor.  
 Assists in writing grants to fund cultural program.  
 Purchases and maintains an inventory of materials for presentations, exhibits and events.  
 Maintains a system of records which document historic collections and work.  
 Proofreads material prior to production; screens manuscripts and may make recommendations for inclusion in Culture and History publications; designs layout and creates graphics.  
 Develops evaluation tools and distributes to visitors and volunteers for completion; evaluates exhibits, performances and presentations through direct observation and recommends improvements in programs based on these evaluations.  
 Schedules staff in order to have adequate coverage for Cultural Center activities during operating hours; may recruit and train volunteers.  
 Represents agency at conferences, seminars and work shops.  
 Processes payments proceeding from grants to artists, craftsmen and performers.  
 Assists in developing policies and operating procedures.

**Knowledge, Skills, and Abilities**

Knowledge of rules, regulations, policies and procedures of the Division of Culture and History that are applicable to area of assignment.

**CULTURAL PROGRAM ASSOCIATE (CONT'D)****Knowledge, Skills, and Abilities (cont'd)**

- Knowledge of the arts/crafts discipline or area of assignment.
- Knowledge of marketing techniques most suitable to promote sales of arts and crafts; knowledge of craft items and their market value.
- Knowledge of advanced stage craft including carpentry design, lighting, graphics, electronics and safety standards.
- Knowledge of performing arts to provide assistance to artists and prepare and plan performances.
- Ability to learn an arts and humanities program.
- Ability to perform a support or limited function in an assigned program.
- Ability to organize and coordinate events.
- Ability to apply knowledge of visual arts, performing arts, crafts and crafts marketing, West Virginia history, historic preservation, structural preservation, journalism, archival preservation, exhibits and display.
- Ability to lead the work of others.
- Ability to communicate effectively both orally and in writing.
- Ability to develop and maintain good working relationships with a wide variety of organizations, agencies and individuals.
- Ability to evaluate existing programs and make recommendations to implement, improve and revise programs.

**Minimum Qualifications**

- Training:** Graduation from an accredited four-year college or university with a major in the area of assignment or a student planned curriculum degree from an accredited 4-year college or university with course work in business and the arts.
- Substitution:** Paid or volunteer experience directly related to the area of assignment may be substituted on a year-for-year basis.

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**CULTURAL PROGRAM ASSOCIATE**

**Areas of Assignment**

Archives

Art

Art History

Communications

Cultural/Events/Exhibits Management

Education

Folk Arts

Historic Preservation

History

Library Services

Literary Arts

Museum Operations

Performing Arts

Printing

Theater

Visual Arts

Established: 7/16/92  
Revised: 6/1/93, 3/7/96, 6/9/00, 10/5/01, 2/20/04  
Effective: 2/20/04