

**CULTURAL PROGRAM SPECIALIST**

**Nature of Work:** Under general supervision, performs full-performance arts and humanities program specialist work. Applies a specific body of knowledge acquired through formal education and/or progressively responsible program work in the Division of Culture and History to prepare, coordinate, or consult on a variety of cultural presentations and events. Involves travel. Performs related work as required.

**Examples of Work**

Acts as a consultant to communities in developing programs of performing arts, visual arts and humanities.

Advises communities on how best to promote cultural presentations.

Advises craftsmen on successful marketing of their products.

Assists in writing grants to fund cultural program.

Purchases, inventories and maintains an inventory of materials for presentations, exhibits and events.

May determine objectives and define concepts and contents of program and exhibits.

Maintains a system of records which document historic collections and work.

Proofreads material prior to production; screens manuscripts and makes recommendations for inclusion in Culture and History publications; researches and writes copy as assigned by editor; 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 and may provide interviews with media.

Processes payments proceeding from grants to artists, craftsmen and performers.

Assists in developing policies and operating procedures.

Reviews projects to determine whether historical sites or structures will be effected.

May review nominations for National Register of Historic Places.

**Knowledge, Skills, and Abilities**

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

Knowledge of the arts, crafts discipline or area of assignment.

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

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 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 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 college or university with a major related to the area of assignment.

**Substitution:** Experience directly related to the area of assignment which must have included one year assisting in coordination, planning, and execution of cultural programs/events may be substituted for the required training on a year-for-year basis.

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**Areas of Assignment**

Archives

Art

Art History

Communications

Cultural/Events/Exhibits Management

Education

Folk Arts

Historic Preservation

History

Literary Arts

Museum Operations

Performing Arts

Printing

Theater

Visual Arts

Established: 7/16/92  
Revised: 6/1/93, 2/20/04  
Effective: 2/20/04