

**CULTURAL PROGRAM COORDINATOR**

**Nature of Work:** Under general supervision, performs advanced or supervisory work in an arts and humanities program of the Division of Culture and History. The supervisory or lead work is usually limited to a specific unit within the Division or the employee may be designated by administration as the expert or senior worker in a particular discipline. Performs related work as required.

**Distinguishing Characteristics:**

The Coordinator is differentiated from the full-performance Specialist level by the lead worker or supervisory duties and/or designation as an expert in a specialty of historic preservation or cultural advancement. This position may be responsible for the outcome or product of the activities of the unit.

**Examples of Work**

Supervises or leads the work of a unit or acts as an expert in the area of assignment.

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.

Determines 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 workshops and

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**CULTURAL PROGRAM COORDINATOR (CONT'D)**

**Examples of Work (cont'd)**

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 affected.  
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.  
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 lead and direct the work of others.  
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 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:** A bachelor's degree from a regionally accredited  
college or university.

**Substitution:** Experience directly related to the area of  
assignment may be substituted for the required training a  
year-for-year basis.

**Experience:** Two years of full-time or equivalent part-time  
paid experience related to the area of assignment.

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**Areas of Assignment**

Archives  
Art  
Art History  
Communications  
Cultural/Events/Exhibits Management  
Education  
Folk Arts  
Historic Preservation  
History  
Humanities  
Literary Arts  
Museum Operations  
Performing Arts  
Printing  
Social Sciences  
Theater  
Visual Arts

Established: 7/16/92  
Revised: 6/1/93, 2/20/04, 5/23/13  
Effective: 5/23/13