

Job Description

Job Title Arts Grants Coordinator

Job ID 20881

Date Opened 02/24/2023

Date Closed 03/06/2023

Location 200 I Street, SE

Full/Part Time Full-Time

Type of Appointment Career Service - Reg Appt

Regular/Temporary Regular

Agency BX

Comm on the Arts & Humanities

Area of Consideration Open to Public

Grade 11

Bargaining Unit CH11

Non Union - Chapter 11

Minimum Range \$65,285.000000

Maximum Range \$84,167.000000

Target Openings 1

Available Openings 1

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General Job Information

Job Summary

The position is located in the DC Commission on the Arts and Humanities (CAH). The mission of the CAH is to provide grants, programs and educational activities that encourage diverse artistic expressions and learning opportunities, so that all District of Columbia residents and visitors can experience the rich culture of our city.

This position serves as the Arts Grants Coordinator responsible for performing a wide variety of duties related to managing and coordinating the realization of permanent and temporary public art installations and projects, and partnering with communities, artists, fabricators, as well as city and federal agencies within the District of Columbia.

Duties and Responsibilities

Assists and supports the manager in coordinating and implementing all aspects of multiple highly complex public art projects and recurring public art grant programs, working directly with installation artists, fabricators, and other vendors; manages construction schedules and budgets; conducts outreach; devises and executes community engagement strategies; and provides technical assistance to artists, designers, and grantees. Administers public art grants and awards documentation. Ensures that all grant reporting requirements are strictly adhered to, consistent with local and Federal law and policy. Collaborates on the formulation of the grant guidelines, application criteria, application questions, panel membership and documentation for public art grants maintained by the agency.

Coordinates review of applications by Public Art grant panels, including initial selection of grant panelists, panel operations and convenings. Assembles reports for Public Art grant-related data of particular grant programs. Provides technical support to constituents. Represents the agency at meetings related to the Public Art division as assigned. Conducts periodic site visits of Public Art grantees and/or contractors as part of monitoring and control of the Public Art grant and/or contract awards and cultivates positive and supportive relationships.

Qualifications and Education

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression. An example of Specialized Experience is coordinating and producing projects within at least one of the following fields: visual arts, including sculpture, murals, & installations; architecture and design.

Licenses and Certifications

None

Working Conditions/Environment

The work is performed mostly in an office environment setting.

Other Significant Facts

Tour of Duty: Monday- Friday 8:15AM- 4:45PM (varies)

Pay Plan, Series and Grade: CS-301-11

Promotion Potential: No known promotion potential

Duration of Appointment: Career Service – Regular

Collective Bargaining Unit (Non-Union): This position is not in a collective bargaining unit.

Position Designation: The position has been deemed **security-sensitive**. Accordingly, the incumbent will be subject to pre-employment checks (criminal background checks, consumer credit check, traffic record checks, if applicable) as a condition of employment, and will be subject to periodic criminal background checks for the duration of your tenure.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.