



STATE OF ALASKA
Department of Education
& Early Development
Human Resources
801 West 10th Street, Suite
200
P.O. Box 110500
Juneau, AK 99811-0500
Telephone: (907) 465-5536
Fax: (907) 465-3452

Fine Arts Administrator
PCN 05-1737

Job Description:

The Alaska State Council on the Arts (ASCA) is recruiting for an Arts Administrator in Anchorage to oversee Indigenous Arts and Culture programs and grants, including individual artist training and strategic program partnerships. ASCA is one of the nation's 56 state and jurisdictional arts agencies, and the only State Arts Agency in Alaska. ASCA is a public corporation housed in the Department of Education and Early Development (DEED) and exists to ensure that every Alaskan receives the cultural, civic, economic, and educational benefits of the arts. Employees are part of the Exempt service, and staff are subject to ASCA's personnel bylaws.

The successful candidate will make a difference in the daily lives of Alaskans whose creativity is the backbone of innovation and prosperity for thriving, healthy communities across our state. As a team member responsible for a wide range of arts administrative duties, this position is the primary contact for Alaska Native Artists. In addition to working with ASCA staff to advance arts and culture in Alaska, this position will coordinate strategic partnerships to strengthen Alaska's arts and culture infrastructure and work with other state and federal entities, constituents, and Council Trustees.

This position is located in Anchorage, Alaska, in a newly renovated building shared with other service organizations and community partners. The work environment is collaborative, and is full of visual art from the Alaska Contemporary Art Bank. Extensive training is provided. The full-time position affords the opportunity for a flexible schedule and the ability to telework part-time based on performance. The salary begins at Range 18 Step A. The monthly salary is \$5,011.50 with state employee benefits.

A typical workday may touch on artist professional development consultations and grant opportunity queries, arranging grant panel review committees, long range planning for artist workshops, coordination with ASCA staff for program materials on ASCA's website, and cross program learning as well as coordination with federal and state agencies regarding artistic practices and materials. This position will use the GoSmart grant management system in addition to the Microsoft Office Suite for grants and project management, tracking, and reporting.

This position will also coordinate and oversee:

- The Silver Hand Alaska Native Arts authentication program
- Quarterly and Annual grant applications from individual artists and organizations in coordination with ASCA's two grant managers.

- Alaska Native Arts Advisory Committee and Convenings in coordination with ASCA Trustees and Alaska Native Leaders
- Development of Educational Materials for print and online

If you feel this describes work that you are interested in performing, we encourage you to apply today!

Our ideal applicant will possess some or all of the following knowledge, skills, abilities, and experience:

1. Knowledge of multiple perspectives and issues that concern diverse communities across the state, including, history, culture, systems, programs, opportunities and impactful issues
2. Knowledge, experience, and leadership in programmatic development in the arts and culture sector or a closely related field
3. Skilled coordination of multiple administrative needs such as convening advisory committees, hosting events, policy review, coordinating and presenting educational materials with partners
4. Experience working with statutes or regulations that govern activities, ethics, and public records while being aware of the need for transparency in government actions
5. Experience working in arts grants administration and/or knowledge of grant funding in the arts sector in collaboration with arts partners, cross-sector peers and statewide and national arts networks.
6. Ability to nurture resiliency, flexibility and non-partisan approaches and trusted relationships across the State of Alaska and nationally with peers.
7. Ability to observe and adapt to cues, to detect and manage tension in community conversations and commit to a learning mindset for advancing arts and culture in Alaska

Applicants must supply a responsive cover letter, current resume, and contact information for three references, at least one of whom is a current or former supervisor. The cover letter should address knowledge, skills, abilities, and experience as related to the traits listed above in order to advance to the interview phase of the recruitment process. Please provide examples of specific duties from specific positions you have held which helped you gain the skill or experience. Applicants are NOT required to have experience in every area. If you do not have experience with a particular trait, simply say so.

Closing Date: March 10, 2022 at 4pm. Email applications to andrea.noble@alaska.gov

Minimum Qualifications

Bachelor's Degree from an accredited college, or equivalent credits in fine arts, visual arts or arts administration; with at least two years in arts administration positions, fundraising, non-profit management, marketing, or a closely related field; at least two years of experience working in the arts sector as an artist is preferable. The two years of experience in the arts may be obtained concurrently with the experience as an artist if the work was in an arts related organization in a leadership position as a volunteer or paid staff member.

Substitution:

Associate's degree from an accredited college, OR at least five years of experience preferably in fine arts, visual arts or arts administration; with at least four years in arts administration positions, fundraising, non-profit management, marketing, or a closely related field; at least two years of experience working in the arts sector as an artist is preferable. The five years of experience in the arts may be obtained concurrently with the experience as an artist if the work was in an arts related organization in a leadership position as a volunteer or paid staff member.

Pre-Interview Screening Criteria:

Applicants must document actual experience in desired traits 1,2,3,4,5,7. If this does not result in a pool of at least 5 applicants, we will offer interviews to candidates who document actual experience in 4 traits which must include 1,2,5,7.

1. Interviews to applicants who document experience in 6 of 7 bulleted criteria above must include 3 years in 1, 2, 5.
2. Interviews to applicants who document experience in 4 of 7 bulleted criteria above must include 3 years in 1, 2, 5.
3. If still less than 5 applicants meet this criteria, Hiring Manager will work with HR Consultant to broaden the interview pool.

Notice to Applicant:

This position will be required to be physically present in the Alaska State Council on the Arts office in Anchorage part-time and is eligible for part-time telework. This position requires air travel 3-4 times annually within Alaska and nationally when travel resumes for state employees.

Contact Information:

Name: Andrea Noble, ASCA Executive Director

Email: andrea.noble@alaska.gov