



**Kentucky Arts Council  
Arts Program Administrator  
Employment Opportunity**

<b>57826BR</b> (Auto req ID)	Go to <a href="https://careers.ky.gov/Pages/default.aspx">https://careers.ky.gov/Pages/default.aspx</a> . Click on the "Search & Apply" link, located on the top menu bar. Click "Career Opportunities System (COS) Application". Use this number ( <b>57826BR</b> ) in the "Search" field and the Arts Program Administrator position will appear.
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Franklin County <b>ARTS PROGRAM ADMINISTRATOR</b> 57826BR 50 - Tourism, Arts, & Heritage Cabinet Pay Grade 14 (MIN-MID) \$35,246.40 - \$46,690.80 yearly at 37.5 hour work week OR \$37,596.00 - \$49,803.60 yearly at 40 hour work week	
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<b>Post Date:</b> 11/04/2017	<b>Post Ending Date:</b> 11/13/2017
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<p><b>Characteristics of the Job:</b> Responsible for the administration and/or coordination of statewide arts programs; and performs other duties as required.</p> <p><b>Minimum Requirement - Education:</b> Graduate of a college or university with a bachelor's degree.</p> <p><b>Minimum Requirement - Experience:</b> Must have three years of experience in the administration of or consultation with organizations that serve artists or foster public involvement in the arts.</p> <p><b>Substitute Education for Experience:</b> Graduate study in creative arts or arts management will substitute for the experience on a year for year basis.</p> <p><b>Substitute Experience for Education:</b> Additional experience in creative arts or arts management will substitute for the education on a year for year basis.</p> <p><b>Special Requirements:</b> NONE.</p> <p><b>Department/Division/Branch/Address:</b> Kentucky Arts Council 1025 Capital Center Drive 3rd Floor Frankfort KY 40601</p>
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**Agency Contact email and/or telephone number:**

Tammie Williams 502-564-3757

[Tammie.Williams@ky.gov](mailto:Tammie.Williams@ky.gov)

**Position Type:** Full-time Merit (18A)

**Vacancy Type:**

Competitive - Open To All Candidates

**Work Week:** 37.5 hr/wk

**Special Entrance Rate:** No

**# of Vacancies:** 1

**Work Schedule:** 1st Shift

**FLSA Designation:**

EXEMPT - The position(s) is/are exempt from FLSA requirements for time and a half overtime compensation. The employee(s) will not earn time and a half for time worked in excess of 40 hours per work week.

**Pay Grade:** 14

**Probationary Period:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**Description of Job Duties:**

Coordination of all visual arts exhibits and related venues. Management and marketing of adjudicated Architectural Artists Directory program. Consultation on public art projects around the state. Development and implementation of professional development and technical assistance opportunities for artists in collaboration with other arts council staff. Collection and analysis of program related data. Manages the arts council-owned artwork and art inventory database. Serves as the agency insurance and risk management liaison for all artwork and office inventory. Other duties as assigned. Prefer candidates with three years of experience in arts administration or curatorial experience in the arts.

**Job Group:** GENERAL ADMINISTRATION

**Typical Working Conditions:**

Incumbents working in this job title primarily perform duties in an office setting. Travel is required.

**Additional Requirements:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary, it will be listed in the specific position description for that position. Applicants and employees in this classification may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.