



# Council on the Arts

ANDREW M. CUOMO  
Governor

BARBARALEE DIAMONSTEIN-SPIELVOGEL  
Chair

## **Job Description**

### **Executive Director, New York State Council on the Arts**

The New York State Council on the Arts (NYSCA), created by Governor Nelson Rockefeller and the NYS Legislature in 1960, is an agency of the Executive Branch of the New York State Government dedicated to preserving and expanding the rich and diverse cultural resources that are and will become the heritage of New York's citizens and serve visitors to the state.

The Agency employs 28 staff in New York City and is comprised of Executive, Operations and Programs Departments. NYSCA manages a \$40M competitive grants program and a \$4M operating budget. Under the general direction of the Chair of the Council and the Executive Chamber of the Governor, the duties of the Executive Director fall into three categories: Administrative & Fiscal, External Relations & Strategic:

### **Administrative & Fiscal Duties**

- Oversee all Agency administration and operations on a daily basis
- Direct and supervise the activities of the Executive Office, Divisions of Operations and Programs and coordinate their activities in adherence to all applicable laws, regulations, policies and special indicatives
- Manage the Council's efforts to review grant applications' qualitative, fiscal, legal and public service aspects and to make grants recommendations to the Council
- Prepare and administrate all cultural services contracts and all related payments to grantees

- Develop and monitor the agency's annual budget and spending plan and all fiscal transactions
- Oversee the timely and accurate processing of all agency contracts, required filings, and other fiscal transactions
- Prepare and maintain statistics and data on the Council's grants programs and analysis related to best practice and support of state goals and initiatives

### **External Relations Duties**

- Cultivate and advance relationships in state and local government, the philanthropy sector, and the network of entities delivering cultural services to increase awareness and the benefits of the New York State's arts, culture and heritage investments for its citizens and visitors
- Liaise with other state and federal government agencies, elected officials, units of local government, and international delegations and develop projects as appropriate
- Maintain and distribute information to the public, applicants and grantees through all the Agency's external media and communications
- Prepare a variety of correspondence, memoranda, reports and similar documents as required

### **Strategic Duties**

- Coordinate with the Executive Chamber, Division of Budget, Council and staff to develop, advance and implement short, mid and long-term goals and initiatives to develop innovative and effective programs and service networks

### **Skills, Experience and Qualifications**

- Familiarity with New York State and its network of arts, culture and heritage providers
- 5 – 10 years in senior leadership for a non-profit, for-profit or governmental entity
- Proven external leadership capabilities and strong public speaking skills
- Highly discrete and able to manage conflicts and opportunities with skill and poise

- Keen analytic ability and strategic thinking skills
- Experience managing a complex budget and business systems environment
- Comfortable with people from a broad range of backgrounds and interests
- Four year college degree, Masters preferred
- New York State residency