



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code: 1270

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**ART PROGRAMS ADMINISTRATOR**

GRADE L

**SCOPE OF WORK:**

Work involves managing assigned grant programs and promotes art activities to the citizens of North Dakota per North Dakota Century Code Chapter 54-54.

**DUTIES PERFORMED:**

- Write, review narrative, and support materials for grants: approve grants for art activities to schools, art organizations, and the general public.
- Plan and coordinate training opportunities for teaching artists, develop and coordinate specialized Art Programs such as Artist in Schools Exchange Program, Arts in Education Summer Institute, Arts Resources for Teaching Standards (ARTS) Outreach Program Trunks programs, University accredited classes; manage budgets and program evaluations.
- Develop partnerships with other governmental, non-governmental, non-profits, and for-profit organizations to secure funds and offer assistance to the North Dakota Council on the Arts (NDCA) in the development and promotion of folk arts.
- Assist other organizations and individual artists to secure funding for the promotion of folk arts in North Dakota.
- Write plans and proposals for activities and programs; plan program revisions and updates; develop surveys and other evaluation tools to measure the success or change in outcome for the projects and programs.
- Conduct site visits of programs in progress for evaluation purposes; review final grant reports to ensure compliance with grant requirements.
- Manage programs' budgets in coordination with executive director.
- Conduct on-going research and documentation of traditional artist and art forms; identify traditional artists for inclusion in statewide apprenticeship program and other NDCA programs.
- Consult and contract with specialists providing training; review and approve curriculum and resource materials; collaborate with and provide training and resources to other state agencies, arts and cultural organizations, and educational institutions.
- Assist with planning for statewide arts conferences, regional meetings and workshops sponsored by NDCA.
- Facilitate special folk art projects such as exhibitions, books and CDs.
- Respond to requests for information and services from constituents.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in Arts, Humanities, Social Sciences, Education, or a closely related field and three years of professional art related work experience.

Eff. Date: 6/05

Rev: 7/12 – Conversion to Hay System

Rev: 6/16 – Revised grade