



Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor

Christian S. Johansson
Secretary

Dominick E. Murray
Deputy Secretary

**PROGRAM DIRECTOR
(SKILLED SERVICE)**

SALARY RANGE: \$40,048 - \$63,929

(Fiscal Year 2010 Annual Salary Rates Effective 9/23/09 Standard Temporary Salary Reduction Schedule)

**STATE OF MARYLAND
DEPARTMENT OF BUSINESS AND ECONOMIC DEVELOPMENT
DIVISION OF TOURISM, FILM AND ARTS
MARYLAND STATE ARTS COUNCIL**

The Maryland Department of Business and Economic Development is seeking qualified applicants for the position of Program Director within its Division of Tourism, Film and the Arts, Maryland State Arts Council (MSAC). The primary responsibilities of this position will be to administer the MSAC's Community Arts Development Program and the Arts & Entertainment Districts Program. The incumbent will also assist in coordinating communication activities.

Program duties include grant administration; compliance oversight; technical assistance; and program policy development. Incumbent will also serve as the liaison to the statewide assemblies of county arts councils and Arts and Entertainment District managers. Communication duties include production of printed and electronic publications including e-newsletters, announcements, annual report, and informational brochures.

Candidates must possess strong written, oral communications, and interpersonal skills to work with high level public and private sector officials. The ability to handle multiple, concurrent and high priority tasks is required. Candidates must also have experience with Microsoft Word, Excel and Access and/or other relevant software.

Bachelor's degree (B.A.) in an arts discipline from a four year college or university and a minimum of four years experience in administrative staff or professional work, two of which must have been in a community arts organization or work in a public arts agency or related area; An equivalent combination of education and experience may be accepted.

To apply, submit a resume to:

**DBED OFFICE OF HUMAN RESOURCES
ATTEN: PROGRAM DIRECTOR, MSAC
WORLD TRADE CENTER – 401 EAST PRATT STREET – 10TH FLOOR
BALTIMORE, MARYLAND 21201
NO LATER THAN: **APRIL 12, 2010****

Resumes may also be sent electronically to: ahalikias@choosemaryland.org