



Associate Arts Grants Administrator
Statement of Qualifications

A Statement of Qualifications is a narrative discussion of how the candidate's education, training, experience, and skills qualify them for the position. The Statement serves as documentation of each candidate's ability to present information clearly and concisely in writing. The statement must be typed, not more than two pages in length, and no less than 11 point font.

1. Describe how your background, experience and education qualify you to develop and manage California Arts Council grant programs.
2. What is your understanding of the arts ecology/landscape in California? Address the following:
 - Relationship between federal, regional, state and local arts agencies
 - Relationship between the California Arts Council and the nonprofit arts organizations
3. What is your knowledge and understanding of the grant review process? What are the roles and responsibilities of Council members, staff members and panelists when conducting a grant review process?
4. In the arts, identify an area of need, process or policy that you feel needs improvement and describe how the you think the California Arts Council could improve it.
5. Please describe your experience with furthering equity, access, diversity and inclusion in the arts.

Resumes DO NOT take the place of the Statement of Qualifications

Your application and/or resume along with your Statement of Qualifications must be postmarked by the postal service or received by the final filing date. Applications received after the final filing date will not be accepted. Please send you application package to the address below.

CALIFORNIA ARTS COUNCIL
1300 I STREET, SUITE 930
SACRAMENTO, CA 95814