

Minimum Qualification Specifications
for the Classes:

ARTS PROGRAM SPECIALIST II, III, & IV
(ARTS PRGM SPCLT II, III, & IV)

Basic Education/Experience Requirements:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Applicants must have progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience.

Class Title	Specialized Experience (years)	Total Experience (years)
Arts Program Spclt II	1/2	1/2
Arts Program Spclt III	1-1/2	1-1/2
Arts Program Spclt IV	2-1/2	2-1/2

Specialized Experience: Experience which demonstrates a good working knowledge of the production, management and planning of ethnocultural, arts or humanities activities for the public. Examples of ethnocultural, arts or humanities activities include (but are not limited to) those concerned with bringing forth artistic expression through various media (e.g., exhibitions of dance, painting, drama, etc.); expressing, demonstrating or communicating various cultural aspects of ethnic groups representative in Hawaii (e.g., festivals, exhibitions or conferences regarding ethnic history, customs, traditions, etc.); and/or communicating, studying or promoting human

thought, attitude and value systems which have formative effects on Hawaii's culture (e.g., seminars, conferences or workshops regarding philosophy, history, literature, etc.). The applicant's background must have demonstrated experience in planning or participating in the planning of such events and in the implementation of plans such as scheduling and coordinating various aspects of the event; participating in developing budgets, cost estimates or financial plans for events; and knowledge of public and private organizations and individuals involved with cultural, art and humanities concerns within the community.

For the classes Arts Program Specialist III and IV, applicants must have had one (1) year of experience comparable in scope and complexity to the next lower level in the State service.

Non-Qualifying Experience:

Experience which was limited to performance (i.e., as an artist, practitioner or researcher) in one of the above-mentioned fields per se is not qualifying. There must be clear evidence of experience and background in the production, management and planning of events or activities within the field.

Substitutions Allowed:

1. A bachelor's degree from an accredited four (4) year college or university with a major in art, art education, art history, drama, theatre, dance, music, studies (e.g., American, Asian or Pacific Island studies), or the humanities (e.g., literature, language, jurisprudence, philosophy, ethics, comparative religion, history, cultural anthropology, political theory or related majors addressing questions of human values and their relationship to human society or culture through non-quantitative methods) may be substituted for six (6) months of Specialized Experience.
2. A master's degree from an accredited four (4) year college or university in art, art education, art history, drama, theatre, dance or music which involved study of the theories, history or analysis of the fields rather than studio work or performance, per se, may be substituted for one (1) year of the Specialized Experience.
3. A master's degree from an accredited four (4) year college or university in ethnocultural studies (e.g., American, Asian or Pacific Island studies) or in the humanities (e.g., literature, language, jurisprudence, philosophy, ethics, comparative religion, history, cultural anthropology, political theory or related majors addressing questions of human values and their relationship to human society or culture through non-quantitative methods) may be substituted for one (1) year of Specialized Experience.

4. A master's degree in art management from an accredited four (4) year college or university may be substituted for one and one-half (1-1/2) years of Specialized Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:


Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes ARTS PROGRAM SPECIALIST II, III, & IV, which were approved on July 20, 1981.

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