

NASAA FY2019 State Arts Agency Staffing and Compensation Survey Definitions

Staff Size Definitions

Administrative Staff: Staff whose primary responsibilities include clerical, operational, information or management functions related to agency administration. Examples: executive assistant, financial manager, database or IT manager.

Agency Staff: Persons who are considered employees of the agency (hired and compensated directly by your agency). Do not include contracting or job-sharing positions. See the definition of Nonagency Employee. Agency employees often receive other benefits (insurance, leave, etc.) from the agency.

Nonagency Employee: Persons who perform specific job functions for an agency yet are not considered state arts agency employees. Include contractual arrangements with individuals who run programs, long-term consultancies related to ongoing agency functions, or employees from other state agencies who routinely perform tasks for the state arts agency. Do not include short-term consultancies related to nonrecurring projects.

Full-time: Employees who work 35 hours per week or more.

Part-time: Employees who work fewer than 35 hours per week.

Program Staff: Staff whose primary responsibilities include the delivery of services to the field. Include staff providing technical assistance, special initiatives, collaborations, public outreach, research or other services to constituents. Include grants staff if their responsibilities include applicant training/assistance or related services.

Vacant Position: A position normally maintained by the agency that is temporarily unfilled or unoccupied for any of the following reasons: a hiring freeze, currently in the hiring process, awaiting hiring approval. Do not include permanently eliminated positions.

Demographic Definitions

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. This category includes people who indicate their race as "American Indian or Alaska Native" or report entries such as Navajo, Blackfeet, Inupiat, Yup'ik, or Central American Indian groups or South American Indian groups.

Asian: A person having origins in any of the original peoples of the Far East, for example, Cambodia, China, Japan, Korea, Malaysia, the Philippine Islands, Thailand and Vietnam. This includes people who reported detailed Asian responses such as "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," or "Other Asian" or provide other detailed Asian responses.

South Asian/Asian Indian: A person having origins in any of the original peoples of the Indian subcontinent including, for example, India, Pakistan, Sri Lanka, Bangladesh, Nepal, Bhutan and Maldives. This includes people who reported detailed Asian responses such as: "Asian Indian," "Indian," "Pakistani," "Sri Lankan," "Nepali," "Bangladeshi," etc., or provide other detailed South Asian responses.

Black or African-American: A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as "Black or African-American" or report entries such as "African-American," "Kenyan," "Nigerian" or "Haitian."

Hispanic or Latinx: A person having origins in any of the original peoples of Spain, Central America or South America. It includes people who indicate their race/ethnicity as "Cuban," "Mexican," "Puerto Rican," "South or Central American," or other Spanish culture or origin regardless of race.

Arab/Middle Eastern/North African: A person having origins in any of the original peoples of the Middle East or North Africa. It includes people who indicate their race as "Arab," "Middle Eastern," or "North African" or report entries such as "Lebanese," "Arab," "Moroccan," etc.

Native Hawai'ian or Pacific Islander: A person having origins in any of the original peoples of Hawai'i, Guam, Samoa or other Pacific islands. It includes people who reported their race as "Fijian," "Guamanian or Chamorro," "Marshallese," "Native Hawai'ian," "Samoan," "Tongan," or "Other Pacific Islander" or provide other detailed Pacific Islander responses.

Disabled: A person with difficulties in abilities related to hearing, vision, cognitive functions, ambulatory function, self-care, or independent living.

Military veteran or active duty: Any person currently serving in the armed forces of the United States, or who served honorably on active duty in the armed forces of the United States.

LGBTQA+: A person identifying as lesbian, gay, bisexual, transgender, queer, and/or asexual.

Speaks more than one language fluently: Speaks and writes a foreign language easily and accurately.

Position Details Definitions

Agency Staff: Persons who are considered employees of the agency (hired and compensated directly by your agency). Do not include contracting or job-sharing positions. See the definition of Nonagency Employee. Agency employees often receive other benefits (insurance, leave, etc.) from the agency.

Annual Salary: The current annual gross salary dollar amount paid to the person in the position, not including deferred compensation or other benefits.

Arts Education Director/Manager: This position manages grants, services, initiatives or partnerships relating to arts education, K-12 schooling, lifelong arts learning or education policy.

Community Development Director/Manager: This position manages grants, services, initiatives or partnerships relating to community arts development, local arts agencies or underserved communities.

Deferred Compensation: Retirement payments, plans, or other forms of compensation above and beyond an employee's direct gross salary.

Deputy Director: This position reports to the executive director and is the functional "second in command." Areas of oversight authority can include programs, personnel, planning, policy, administration or finance.

Director of Programs: This position oversees multiple agency programs. Responsibilities may include direction of the design, implementation and staffing of grant programs, field services, initiatives or partnerships.

Executive Director: The director or chief executive in charge of the state arts agency, who has the responsibility to oversee the agency's programs, services, policy and resources.

Full-time: Employees who work 35 hours per week or more.

Fiscal Officer: This position manages the agency's accounting and budgeting or financial reporting.

Grants Officer: This position manages the agency's grant award process. Duties may include coordinating grant contracts, overseeing the panel review process and managing data and reporting.

Individual Artists Director/Manager: This position manages grants, services, initiatives or partnerships designed for individual artists.

Percent for Art Director/Manager: This position manages the agency's percent for art, art in public places or public art programs. Include individuals managing the state art collection.

Performing Arts Director/Manager: This position manages agency grants, services, initiatives or partnerships for organizations in the performing arts. Include individuals managing state arts agency presenting and touring programs.

Public Information Officer: This position manages the agency's communications activities, which may include media, public and/or government relations; producing digital/print materials; and managing on-line communications.

Supervisory Authority: This individual manages other personnel. Project or budget oversight alone does not connote supervisory authority.

Traditional/Folk Arts Director/Manager: This position manages agency grants, services, initiatives or partnerships for traditional and folk arts.

Vacant Position: A position normally maintained by the agency that is temporarily unfilled or unoccupied for any of the following reasons: a hiring freeze, currently in the hiring process, awaiting hiring approval. Do not include permanently eliminated positions.

Visual Arts Director/Manager: This position manages agency grants, services, initiatives or partnerships in the areas of craft, design, visual arts, media arts or museums.

Years in Agency: The number of years that this individual has been employed by the state arts agency, regardless of title or job responsibilities. Do not include time spent working for other state offices or departments. Please round your answer to the nearest 0.5 year.

Years in Position: The number of years that this individual has held his/her current position within the state arts agency. Include all years where the individual has retained the same title and/or similar authority and responsibilities (even if the position's title or classification was revised). Please round your answer to the nearest 0.5 year.

Other Questions and Comments Definitions

Consultants: An individual or firm hired by your agency to provide expertise or perform a task. Do not include conference speakers, interns or volunteers.

Contractors for programmatic functions: Contractors whose primary responsibilities include the delivery of services to the field. Include contractors providing technical assistance, special initiatives, collaborations, public outreach, research or other services to constituents.

Contractors for administrative functions: Contractors whose primary responsibilities include clerical, operational, information or management functions related to agency administration.