

NASAA 2022 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 and 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.

Staff Demographics 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 Blackfeet, Inupiat, Navajo, Yup'ik, 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, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka. This includes people who reported detailed Asian responses such as: "Asian Indian," "Bangladeshi," "Indian," "Nepali," "Pakistani," "Sri Lankan," 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," "Haitian," "Kenyan," or "Nigerian."

Hispanic or Latinx: A person having origins in any of the original peoples of Central America, South America or Spain. 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 "Arab," "Lebanese," "Moroccan," etc.

Native Hawai'ian or Pacific Islander: A person having origins in any of the original peoples of Guam, Hawai'i, 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.

Individual with disabilities: 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 who served honorably on active duty in the armed forces of the United States or who is currently serving 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

*Note: several categories have been subdivided into Director, Manager and Coordinator to more accurately represent position levels and titles across job functions. Please report relevant staff salaries within the position categories (director, manager or coordinator) that most closely align with your agency position level naming conventions. If you have multiple positions at the same program and position level, report the salary for the longest tenured person in that role.

Administration Director, Manager, Coordinator: Position manages or administrates human resources or provides administrative assistance to management or directors. Positions that have technical duties or financial/accounting roles would also be Administrative Coordinators.

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

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

Community Development Director, Manager, Coordinator: Position manages or administrates 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: 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.

Executive Director: 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.

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

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

General Programs Director, Manager, Coordinator: Position oversees or administrates multiple agency programs. Responsibilities may include direction of the design, implementation and staffing of grant programs, field services, initiatives or partnerships.

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

Public Art Director, Manager, Coordinator: Position manages or administrates the agency's percent for art, art in public places or public art programs. Include individuals managing the state art collection.

Public Information Officer: 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. Positions titles such as Communications Manager or Digital Content Manager would be captured here.

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

Vacant Position: 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.

Years in Agency: 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: 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.