

NASAA 2022 State Arts Agency Staffing and Compensation Survey

This is a pdf of the [on-line survey](#). Please use the on-line survey to submit data from your agency. Some features, such as hovering over underlined text to see definitions, are only available in the on-line survey.

Thank you for taking the time to supply information for NASAA's State Arts Agency Staffing and Compensation Survey. Your participation provides critical information for state arts agencies as well as important data on national staffing trends.

Information you will need to complete the survey includes general and demographic information on your agency's staff, knowledge of staffing strategies, and salary and tenure information for selected positions.

Definitions are available for all underlined text in the survey. **Definitions can be viewed by hovering your cursor over underlined text.** Additionally, you may view a list of [all definitions](#).

You may view the full survey via this pdf version, but please complete the survey using the [on-line version](#).

Please submit this survey by **Friday, September 30, 2022**.

If you need to log off before finishing your survey, click on the "Save and Continue Survey Later" link at the bottom of any page, then enter your e-mail address. Alchemer will e-mail you a link that you can use to resume the survey. If you experience any problems completing the survey, or would like to see prior year survey responses, please contact Mohja Rhoads at Mohja.Rhoads@nasaa-arts.org.

1) Please enter the following information.

Your state: _____

Staff member completing survey: _____

E-mail address of staff member completing survey: _____

Staff Size

Filled Positions

2) Indicate the number of agency and nonagency employees you currently have on staff. Do not include vacant positions in this table.

	Agency <u>Full-time</u>	Agency <u>Part-time</u>	Nonagency <u>Full-time</u>	Nonagency <u>Part-time</u>
<u>Program Staff</u>				
<u>Administrative Staff</u>				

Vacant Positions

3) Indicate the number of vacant positions at your agency.

	Agency <u>Full-time</u>	Agency <u>Part-time</u>	Nonagency <u>Full-time</u>	Nonagency <u>Part-time</u>
<u>Program Staff</u>				
<u>Administrative Staff</u>				

Program and Administrative Costs

Please estimate the following percentages based on your internal understanding of program and administrative allocations. **Account for all expenses in your estimate.** This includes grant, event, staffing, overhead, direct expenses and all other expenses. These figures will be used to respond to frequent state arts agency requests for ballpark program/administration figures for benchmarking purposes.

4) Estimate the percentage of total agency expenses that you classify as **program** costs: _____

5) Estimate the percentage of total agency expenses that you classify as **administrative** costs: _____

Staff Demographics

Collecting demographics is difficult, but important! As part of NASAA’s ongoing commitment to diversity, equity and inclusion (DEI) research and learning, we ask you to **please estimate the following voluntary questions to the best of your ability**. Although imperfect, results from the following questions will allow NASAA to report on aggregate findings and begin to build the necessary capacity and knowledge for future DEI initiatives.

Race/Ethnicity

- 6) How many agency employees do you have on staff? (Include both full-time and part-time agency staff. Do not include vacancies, non-agency or contract positions) _____
- 7) Of that number, how many staff identify as persons of color? _____
- 8) How many people currently sit on your council/board? _____
- 9) Of that number, how many council/board members identify as persons of color? _____

- 10) Please provide totals of each category represented on your staff or council/board. If an individual is represented by more than one race, please count that individual for each relevant category. For example, if an individual is Asian and Hispanic, that individual would be represented on both the Asian and Hispanic rows, so totals may exceed your total staff count. If no one on your staff/council is known to affiliate with one of the groups below, please skip that row.

	Total counts of staff (full-time or part-time)	Total counts of council/board
American Indian or Alaska Native	[]	[]
Asian	[]	[]
South Asian/Asian Indian	[]	[]
Black or African-American	[]	[]
Hispanic or Latinx	[]	[]
Arab/Middle Eastern/North African	[]	[]
Native Hawai’ian or Pacific Islander	[]	[]

Age

For the following questions include counts of both full-time and part-time agency staff. Do not include vacancies, non-agency or contract positions.

- 11) How many agency staff members are 25 years of age or below? _____
- 12) How many agency staff members are between the ages of 26-35? _____
- 13) How many agency staff members are between the ages of 36-64? _____
- 14) How many agency staff members are 65 years of age or above? _____

Other Distinct Groups

- 15) Please provide totals of the following categories represented on your staff or council/board. If you are unsure or unaware whether a staff member belongs to one of the following groups, please do not select any of the categories below for that person. Include counts of both full-time and part-time staff. Do not include vacancies, non-agency or contract positions.

	Total counts (full-time or part-time) of staff identifying as one or more of the following groups	Total counts of council/board identifying as one or more of the following groups
Individuals with disabilities	[]	[]
Veteran or active-duty military	[]	[]
LGBTQA+	[]	[]
Speaks more than one language fluently	[]	[]

Position Details

16) Provide the requested information for each of the following positions in your agency, keeping in mind these guidelines. For a definition of each position, please see [the definition guide](#).

- a. Include details for only full-time agency employees.
- b. Report gross salary figures. Do NOT include deferred compensation or benefits in the annual salary.
- c. If the function is fulfilled by more than one person, please record the information for the individual with the longest tenure
- d. If a person fulfills multiple functions, please select the position that best matches their job responsibilities.
- e. If one of the positions listed does not exist, check the "Position Does Not Exist within Agency" box and leave the remaining fields blank.
- f. If the position is vacant, leave the Annual Salary, Years in Position and Years in Agency columns blank but complete the remaining information as if the position was occupied, and check the box in the Vacant column.

	Position Does Not Exist within Agency	Actual Position Title	<u>Annual Salary</u>	<u>Years in Position</u>	<u>Years in Agency</u>	<u>Supervisory Authority</u>	<u>Vacant</u>
<u>Executive Director</u>	[]	___	___	___	___	[]	[]
<u>Deputy/Assistant Director</u>	[]	___	___	___	___	[]	[]
<u>Arts Education</u>							
<u>Director</u>	[]	___	___	___	___	[]	[]
<u>Manager</u>	[]	___	___	___	___	[]	[]
<u>Coordinator</u>	[]	___	___	___	___	[]	[]
<u>Community Development</u>							
<u>Director</u>	[]	___	___	___	___	[]	[]
<u>Manager</u>	[]	___	___	___	___	[]	[]
<u>Coordinator</u>	[]	___	___	___	___	[]	[]
<u>Folk/Traditional Arts</u>							
<u>Director</u>	[]	___	___	___	___	[]	[]
<u>Manager</u>	[]	___	___	___	___	[]	[]
<u>Coordinator</u>	[]	___	___	___	___	[]	[]
<u>Public Art</u>							
<u>Director</u>	[]	___	___	___	___	[]	[]

<u>Manager</u>	<input type="checkbox"/>	___	___	___	___	<input type="checkbox"/>	<input type="checkbox"/>
<u>Coordinator</u>	<input type="checkbox"/>	___	___	___	___	<input type="checkbox"/>	<input type="checkbox"/>
<u>General Programs</u>							
<u>Director</u>	<input type="checkbox"/>	___	___	___	___	<input type="checkbox"/>	<input type="checkbox"/>
<u>Manager</u>	<input type="checkbox"/>	___	___	___	___	<input type="checkbox"/>	<input type="checkbox"/>
<u>Coordinator</u>	<input type="checkbox"/>	___	___	___	___	<input type="checkbox"/>	<input type="checkbox"/>
<u>Administration</u>							
<u>Director</u>	<input type="checkbox"/>	___	___	___	___	<input type="checkbox"/>	<input type="checkbox"/>
<u>Manager</u>	<input type="checkbox"/>	___	___	___	___	<input type="checkbox"/>	<input type="checkbox"/>
<u>Coordinator</u>	<input type="checkbox"/>	___	___	___	___	<input type="checkbox"/>	<input type="checkbox"/>
<u>Grants Officer</u>	<input type="checkbox"/>	___	___	___	___	<input type="checkbox"/>	<input type="checkbox"/>
<u>Public Information Officer</u>	<input type="checkbox"/>	___	___	___	___	<input type="checkbox"/>	<input type="checkbox"/>

Other Questions and Comments

17) How is your agency staffing diversity, equity and inclusion functions?

18) What types of functions would you like to have fulfilled that are not currently being addressed?

- | | | |
|--|--|--|
| <input type="checkbox"/> Accessibility | <input type="checkbox"/> Field Services (Technical Assistance, Professional Development) | <input type="checkbox"/> Research |
| <input type="checkbox"/> Administrative Assistant | <input type="checkbox"/> Fiscal | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Arts Education | <input type="checkbox"/> Folk/Traditional Arts | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Communications/PIO | <input type="checkbox"/> Grants | <input type="checkbox"/> Visual Arts |
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Individual Artists | <input type="checkbox"/> Other Administrative Staff: |
| <input type="checkbox"/> Cultural District | <input type="checkbox"/> Performing Arts | <input type="checkbox"/> Other Program Staff: |
| <input type="checkbox"/> Diversity, Equity and Inclusion | <input type="checkbox"/> Public Art | |
| <input type="checkbox"/> Economic Development | | |

Is there anything you would like to add about your staffing needs or future staff plans?

19) What are your agency's top employee retention challenges? Please check the top three issues.

1. Benefits
2. Burnout/workloads
3. Office culture
4. Remote work policies
5. Retaining a diverse staff
6. Retaining skilled staff
7. Salary levels
8. Work-life balance
9. Other (Please explain) _____

20) What are your agency's top employee recruitment challenges? Please check the top three issues.

1. Benefits
2. Burnout/workloads
3. Finding qualified candidates
4. Office culture
5. Remote work policies
6. Recruiting a diverse staff
7. Salary levels
8. Work-life balance
9. Other (Please explain) _____

21) Has your agency found success with any strategies to address your top staffing challenges? If so, please explain:

22) Is there anything else you would like to articulate about staffing challenges?

Job Descriptions and Organizational Charts

NASAA is gathering fresh position descriptions and organizational charts. These items are often requested when state arts agencies are involved with strategic planning, creating new positions or filling vacant positions. Each question below allows you to upload up to 10 files. The following file types are accepted: .doc, .docx, .gif, .jpg, .pdf, .png, .txt, .xls and .xlsx.

First, please submit your agency's **organizational chart**. While we are primarily looking for a chart showing the structure of your agency's staff, you may also upload a chart showing how your agency is placed within state government.

Organizational Chart

Please upload any **job descriptions** from your agency, even if they fall outside the common positions listed previously in this survey. You may upload up to 10 files each under Job Descriptions I and II.

Job Descriptions

Job Descriptions, Continued

Thank you!

On behalf of NASAA and your colleague states, thank you for completing this survey. An e-mail has been sent confirming your completion and containing a copy of the survey you submitted. We will contact you when the results are available.

If you have any questions, please contact Mohja Rhoads at mohja.rhoads@nasaa-arts.org.