



Wes Moore | Governor  
Aruna Miller | Lt. Governor  
Kevin A. Anderson | Secretary of Commerce  
Signe Pringle | Deputy Secretary of Commerce

**SPECIAL PROJECTS AND GRANTS ASSISTANT  
(ADMINISTRATIVE SPECIALIST III) CONTRACTUAL  
SALARY RANGE: \$22.79 - \$36.35 HOURLY**

**MARYLAND DEPARTMENT OF COMMERCE  
DIVISION OF MARKETING, TOURISM & THE ARTS  
MARYLAND STATE ARTS COUNCIL**

The Maryland Department of Commerce is seeking qualified applicants for a full-time, contractual, Special Projects and Grants Assistant (Administrative Specialist III) within its Division of Marketing, Tourism & The Arts- Maryland State Arts Council (MSAC). The position provides administrative support to the Senior Program Director and grants program staff with general administrative tasks and plans and executes MSAC special projects, including exhibitions. The selected individual will coordinate special projects in collaboration with the Executive Director, Council, Senior Program Director, and other MSAC staff, coordinating exhibitions, performing administrative tasks, assisting with events, and serving as the primary liaison with special project participants. As the grants assistant, the individual will assist with grant processing, panel logistics, constituent communication, applicant assistance, and general administrative tasks.

The selected employee will be well organized, able to work independently, and have an aptitude for detailed work; possess proficiency with the Google Suite or other relevant programs; demonstrate strong interpersonal, written, and oral communication skills to work with high level public and private sector officials; be able to effectively present information, explain policy, respond to inquiries; and have experience completing concurrent and high priority tasks.

**Minimum Qualifications:**

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

**AND**

Experience: Two years of experience performing administrative staff, clerical, clerical technical or secretarial work.

Notes:

1. Candidates may substitute 30 college credit hours from an accredited college or university for each year of the required experience. 2. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer involving staff work requiring regular use of independent judgment and analysis in applying and interpreting rules and regulations in accordance with agency laws and policies on a year-for-year basis for the required experience.

**Preferred Qualifications:** 1. BA degree in an arts discipline, arts administration, or a related field 2. Experience working in the public or non-profit arts sector. 3. Experience with project management or development. 4. Experience coordinating logistical details and/or planning events/meetings. 5. Experience providing guidance & responding to inquiries from external/internal customers. 6. Experience coordinating visual art exhibitions or performances. 7. Familiarity and or experience with supporting the arts in Maryland is highly desirable. **Please describe in detail job duties relating to the qualifications stated and include any computer software/applications used in each of the positions you held.**

**\*\*\*This recruitment contains Supplemental Questions. It is important to complete the Supplemental Questions as part of the application process. \*\***

**Location of Position:** 401 E. Pratt Street, Baltimore, MD 21202

**Benefits:**

Contractual employees who work for an agency covered under the State Employee and Retiree Health and Welfare Benefits Program, have a current employment contract and work 30 or more hours a week (or on average 130 hours per month) may be eligible for subsidized health benefits coverage for themselves and their dependents. As a contractual employee, you will be responsible for paying 25% of the premiums for your medical and prescription coverage, including any eligible dependents you have enrolled. The State of Maryland will subsidize the remaining 75% of the cost for these benefits. You can also elect to enroll in dental coverage, accidental death and dismemberment insurance, and life insurance, but will be responsible to pay the full premium for these benefits.

Leave may be granted to a contractual employee who has worked 120 days in a 12 month period. This leave accrues at a rate of one hour for every 30 hours worked, not to exceed 40 hours per calendar year.

**Examination Process:**

The assessment may consist of a rating of your education, training, and experience related to the requirements of the position. It is important that you provide complete and accurate information on your application. Please report all experience and education that is related to this position.

Please note that your answers on the Supplemental Questionnaire must correspond to the information provided on your resume to receive credit.

**How to Apply:**

Interested and qualified candidates should submit their resume AND completed supplemental questionnaire (next page) to Anna Halikias at [anna.halikias@maryland.gov](mailto:anna.halikias@maryland.gov) by the closing date listed below to receive consideration. Please MAKE SURE TO INCLUDE: Full-time or part-time and dates of employment (month/year) for each position; describe in detail any job duties relating to the qualifications stated and include any computer software used (ex. Excel, Access, etc.) in each of the positions you held.

Those unable to submit via email, please mail your resume and completed supplemental questionnaire to:

MARYLAND DEPARTMENT OF COMMERCE – OFFICE OF HUMAN RESOURCES  
**ATTN: SPECIAL PROJECTS AND GRANTS MANAGER, MSAC**  
World Trade Center – 401 East Pratt Street – 10<sup>th</sup> Floor, Baltimore, Maryland 21202  
**NO LATER THAN: MONDAY, SEPTEMBER 23, 2024**

If you have any questions about this recruitment, please contact the Department of Commerce at 410.767.6300.

You may also visit our website at: <http://commerce.maryland.gov/commerce>

We thank our Veterans for their service to our Country and encourage them to

An E-Verify and Equal Opportunity Employer

TTY#: 1-800-735-2258

**Supplemental Questions Continued on Next Page**

**SUPPLEMENTAL QUESTIONNAIRE  
SPECIAL PROJECTS AND GRANTS MANAGER, MSAC**

**\*\*\*Please note that your answers on the Supplemental Questionnaire must correspond to the information provided on your resume to receive credit.\*\*\***

**NOTE: If you answer “YES” to any of the questions, please describe your specific job duties related to this experience, 1) name of the employer, 2) job title, 3) dates of employment, and 4) hours worked per week.**

**1. Do you have a Bachelor’s degree in an arts discipline, arts administration, or related field? If yes, please indicate in what field.**

Yes  No

**2. Do you possess experience in working in the public or non-profit arts sector?**

Yes  No

**3. Do you have experience with project management/development?**

Yes  No

**4. Do you have experience coordinating logistical details and/or planning events and meetings?**

Yes  No

**5. Do you have experience providing guidance and responding to inquiries from external/ internal customers?**

Yes  No

**6. Do you have experience coordinating visual art exhibitions or performances?**

Yes   No

**7. Are you familiar and/or do you have any experience with supporting the arts in Maryland?**

Yes  No

**8. Please explain in detail your experience with Google Suite products (Gmail, Calendar, Docs, Sheets, Slides, Forms, etc) and list other software relevant to the duties with which you have proficiency.**