



ArtsPay NJ Organizational Survey FAQs

[\(If you're ready to take the survey, click here!\)](#)

Who should fill out the ArtsPay NJ Organizational Survey?

This survey should be **filled out by one representative** at any non-profit organization in New Jersey for which the arts are the primary mission. The individual at your organization completing the survey should have knowledge and access to the organization's payroll information.

Can more than one person work on the survey?

If it will be helpful to your organization and more than one person has access to the compensation information, you are welcome to work on the spreadsheet as a team. However, only one survey should be submitted per organization.

How do I get started?

We suggest the first step is to gather your HR/payroll information and download the excel spreadsheet from within the survey where you will enter your payroll information. Once completed, you will upload that spreadsheet to the survey where indicated. You may also download a copy of the full survey so you are able to see all the survey questions at a glance in preparation for completing the survey.

How detailed/precise does my information need to be?

You should feel free to use round numbers. For instance, if your budget is \$1,256,321, it's fine to say your budget is \$1.2M. Similarly, for salaries, if a position is paid \$61,456, it's fine to round to \$61,500. The numbers you enter will not be compared with numbers you've entered elsewhere, such as a 990.

What if all my staff are volunteers?

In 2025, we have expanded the survey to include all-volunteer organizations. We hope to get a sense of how much volunteer labor supports the arts sector. However, all-volunteer organizations do not need to fill out the spreadsheet portion.

Should I enter information for both administrative staff and contracted artists?

Yes. We are hoping to gather data on compensation for the entire artistic community, and information about full-time, part-time administrative staff and contracted artists will help give a better picture. You do not need to include volunteers on the spreadsheet.

What if I have multiple people who do the same job, or many of the same kind of artists?

For positions filled by multiple people, you will have the opportunity to enter the position title and compensation terms once, then indicate how many people these terms apply to. For example, if you hire 12 actors a year at \$600 a week, you can enter the job title of “Actor,” and indicate that there are 12 people to whom these compensation terms apply. If you have 3 people who work as box office associates and are paid the same rate, you can enter the job title “box office associate” and indicate that there are 3 people to whom the compensation terms apply.

What if there is a position that is hard to explain or that can’t be well-represented in the spreadsheet?

The spreadsheet includes a notes column where you can feel free to offer any clarification or additional information. Do your best! We would rather have your best estimate than not have any information about a position.

Why is some of the spreadsheet already filled out?

Those rows are pre-filled as examples of different kinds of positions and compensation terms you might have at your organization. You can leave them there or delete them. They will not be part of the data analyzed by Baker Richards.

Didn’t I already take an ArtsPay Survey in 2025?

All arts workers in New Jersey are all invited to take part in an individual arts worker survey. If you already completed that one, great! We are grateful to have your voice reflecting on your individual experience. This organizational survey is different because it is gathering data from organizations about all of the positions they employ. It is the combination of this organizational data as well as individually reported demographics and perceptions that will make the results of

this study robust and meaningful. **If you or your colleagues have NOT completed the individual survey you can still access at www.artspaynj.org.**

How do I enter my staff's compensation information in the spreadsheet?

You will download the spreadsheet within the survey itself in the “how do I get started” section and complete the following columns for each position at your company:

- **Job Title**
 - Enter the job title of an individual position at your company, even if that position is held by multiple people
- **Type of worker**
 - Choose either W-2 Employee or 1099 Freelance/Contract Worker from a dropdown
- **Number of people in that position, employed under the same terms**
 - For example, if you have 3 people that work at reception in your museum who are all paid the same hourly rate, you would enter “3” here. This will help you avoid having to enter the same position information three separate times.
 - Please note, if you have multiple workers with very similar compensation terms (such as \$14/hour and \$14.25/hour) it is up to you whether to enter them individually on separate lines, or take the average.
 - If you have multiple workers with the same job title but significantly different compensation terms, please do enter them on separate titles rather than filling in this column.
- **Work Area**
 - Choose from a dropdown with the closest category for this worker. This will help the data analysts compare workers even when titles are not exactly the same.
- **Terms of employment**
 - Choose from a dropdown of full-time, part-time, or project-based
- **Compensation terms**
 - Choose from a dropdown of hourly, weekly, annual, or per project
- **Compensation amount**
 - Enter the gross amount paid for the rate given in the previous column. For example, if you chose “hourly” for this position in the previous column, enter the hourly rate in this column. If you chose “annual” in the previous column, enter the annual salary here.
 - Do not include the monetary value of benefits in this number. You will be able to share information about the benefits offered by your company later in the survey.
- **Average number of hours per week**
 - For many annual/salaried workers, this may be 35 or 40 hours. For hourly workers, please make your best estimate of their average hours in a work week.
 - If someone works in a temporary contract or temporary hourly position, don't try to average hours across a whole year. You will be able to enter the number of

weeks of work in the following column. For example, if you have a teaching artist position that is paid hourly for 40 hours of work for 4 weeks of summer camp, please enter 40 in this column, and 4 in the next column.

- **Number of weeks of work in a year**

- For many annual/salaried workers, this may be 52. If someone works year-round but receives paid vacation time, please count those weeks as work weeks. For example, if a worker is year-round, but receives 2 weeks of paid vacation, you would still enter 52, not 50.
- For part-time, seasonal, contract, or other positions that do not work a full 52 weeks, please enter your best estimate of the number of weeks that the position works.

- **Notes**

- The way you use this column is up to you. There may be nothing you want to write for many positions, but you can use this space to offer further detail or clarification on anything you feel the need to share about a position's compensation.
- If a position gets paid multiple rates, such as teaching artists who get paid a different rate for instructional time and prep time, this is a great place to share that information.

How long will the survey take?

The bulk of the survey involves filling in a spreadsheet with the compensation terms of each position in the organization. Because of this, the time it will take to complete the survey will vary based on how many people are employed by the organization. For an arts organization with a staff of 5 administrative workers and very few contracted artists, the process might take less than 20 minutes. For a large organization, it will take longer. **We strongly encourage you to fill out the spreadsheet as the first step of the process, and to have access to your HR/payroll records as you do so. The rest of the survey, which includes indicating what benefits your organization offers, should take about 15 minutes.**

Will my organization be named when the data is released?

No. The data will be anonymized before it is shared in any way. We do ask you to include the name of your organization when filling out the survey, but only for the purpose of tracking which organizations have completed the survey and minimizing reminders to those that have already submitted their data. **Only the third party data analysts from Baker Richards will ever see your compensation data connected with the name of your organization.**

Will there be any technical assistance opportunities offered?

Webinars to walk individuals and organizations through the survey and to answer any questions will take place on July 29 and 31. You can register at www.artspaynj.org. After that time, the recordings will be available at www.artspaynj.org

If you have further questions or need help as you fill out a survey, start by contacting Erica Nagel (enagel@njtheatrealliance.org) or John McEwen (jmcewen@njtheatrealliance.org). You can also reach out to the designated contact at the service organization that best represents your art form.

Arts Ed NJ: Wendy Liscow, wendy@artsednj.org

ArtPride New Jersey: Adam Perle, Adam@artpridenj.org

Dance New Jersey: Erin Carlile Norton, erin.dancenj@gmail.com

New Jersey Theatre Alliance: Erica Nagel, enagel@njtheatrealliance.org

New Jersey Association of Museums: Sam Hwang, shwang@groundsforsculpture.org

South Jersey Cultural Alliance: Julie Hain, jhain@sjca.net

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General FAQs and further context about the project as a whole can be found at www.ArtsPayNJ.org