



Phone: (904) 358-3600  
40 East Adams St., STE. 140,  
Jacksonville, FL 32202  
CulturalCouncil.org

**Job Title: Public Art Project Manager**

**Reports To: Director of Public Art**

**FLSA Status: Exempt / Full time**

**REVISED 2.15.24**

### **BACKGROUND**

The Cultural Council of Greater Jacksonville is seeking a dynamic Project Manager for its public art program. Founded in 1971, the Cultural Council of Greater Jacksonville is a non-profit organization responsible for igniting the region's creative economy by investing in arts and culture with the vision that arts and culture is recognized by all as essential to our quality of life. The Cultural Council manages and facilitates the City of Jacksonville's Cultural Service Grant Program, regranteeing over \$3 million annually from the City to our community's vital arts and culture organizations. It administers the City's Art in Public Places program to acquire, procure, maintain, restore, install, and perform responsible stewardship of public art throughout the City while also managing privately funded projects. The Art in Public Places collection has 106 artworks valued at nearly \$3.26M with another \$3.5M of public art projects currently in development. The selected candidate will join a nationally-recognized public art program committed to imagination, collaboration, inclusivity, placemaking and community engagement through championing policies and practices of cultural equity that empower a just, inclusive, equitable city.

### **JOB SUMMARY**

Manages all aspects of the public art project process to include project scoping, artist selection, artwork design development, fabrication, installation and subsequent artwork maintenance and conservation. The Project Manager builds and manages partnerships between artists, government agencies, community organizations and residents throughout the process, and manages a number of multi-faceted projects in various stages of development daily. The successful candidate must be extremely organized, self-directed and have exceptional follow-through skills. They must also demonstrate initiative, employ strategic and creative thinking, and exhibit flexibility in a rapidly changing environment to meet multiple deadlines with competing and shifting priorities. The position requires the ability to work flexible hours, including some evenings and occasional weekends, as well as the ability to conduct field work in various parts of the City.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- PROJECT PLANNING & SCOPING: Identify and meet with project stakeholders to build consensus on the path forward. Develop project objectives and scope of work; establish project budgets and schedule.
- COMMUNITY ENGAGEMENT: Act as a liaison with diverse communities and artists by developing and implementing community engagement strategies in collaboration with project stakeholders and the artist. The Project Manager must be able to confidently represent the project through public speaking opportunities, which include; but are not limited to: presentations, workshops, and public forums.
- ARTIST & ARTWORK SELECTION PROCESS: Write and issue a *Request for Qualifications*, establish a pool of qualified artists/design teams for evaluation, schedule and conduct the Artist Selection Panel in accordance with City regulations.
- DESIGN DEVELOPMENT: Facilitate the design and execution of the artist's work with design team members, city department staff and city contractors in consultation with experts as necessary to ensure that artwork complies with applicable codes/ADA requirements, and is properly engineered.
- PROJECT APPROVALS: Represent the project to the Artwork Selection Panel and regulatory entities; ensure that all artist/contractor responsibilities, deliverables, and milestones are met to advance the project forward.
- BUDGETS AND FINANCIAL: Monitors project budgets; coordinates City payment processing, artist insurance, permitting, and project close-out tasks.
- PROJECT INTERFACE AND PROBLEM SOLVING: Maintain effective and timely communications with a variety of stakeholders; collect, analyze, and summarize project information; assist the artist in finding qualified subcontractors as needed; anticipate and address potential problems or issues that may arise in the course of the project to prevent future complications; evaluate difficult and challenging situations with objectivity and employ diplomacy to resolve conflicts as they arise.
- COLLECTION MANAGEMENT: Coordinate collection management responsibilities as needed, to include condition reporting, maintenance and conservation reporting, as well as oversight of maintenance and repairs conducted by qualified third parties.
- Other duties as assigned.

**In addition to the ability to perform the tasks described above, you will need to possess the following minimum qualifications and a combination of education, training or experience which provides the equivalent background required to perform the work:**

**MINIMUM QUALIFICATIONS & COMPETENCIES**

- Must embrace the mission and values of the Cultural Council of Greater Jacksonville.

- Knowledge of project management principles, practices, techniques, and methodologies with the ability to plan, execute and control a project (establishing realistic estimates and reporting metrics).
- Knowledge of budget development and administration.
- Ability to assess and analyze project risks; identify solutions and alternatives, make decisions, and implement corrective actions.
- Must display intense attention to quality and accuracy of deliverables.
- Responsive to project correspondence and needs.
- Receptive to feedback and different perspectives.
- Exhibits a sense of control and calm in a fast-paced environment.
- Displays a positive attitude and presence, while employing common sense and good listening ability.
- Fluent with Microsoft Office and Google suite; working knowledge of Canva Design Platform and databases.
- Possession of a Baccalaureate Degree from an accredited college or university with major coursework in art administration, studio art, art history, urban planning, public administration, design (interior, landscape or architectural) marketing, communications, and/or a related field.
- Two (2) years full-time equivalent experience performing professional-level management and/or administrative duties in functional areas such as: program/office/operations management, budget development and/or administration, development and administration of contractual agreements and/or grants, or other closely related functional areas.

### **DESIRED QUALIFICATIONS**

- Bachelor's or Master's degree in visual arts, arts administration, public administration, or construction fields such as architecture and engineering; or fields related to the development and execution of public art projects.
- At least three (3) years of professional full time equivalent experience working with the management of public art projects or similar projects in construction, architecture, interior design or other design professions
- Experience working with artists, fabricators, and art installers; knowledge of art fabrication methods and processes.
- Ability to read and understand architectural plans and construction documents; familiarity with construction best practices and fluency with related vocabulary.
- Working knowledge of archival and curatorial practices.

### **PHYSICAL DEMANDS**

While performing the essential functions of this job, the employee is regularly required to stand, walk, sit, reach with hands and arms over the head, stoop, kneel,

crouch, climb, talk and hear for extended periods of time. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close, distance, and peripheral vision, depth perception and the ability to adjust focus. Employee must be able to work at a computer for extended periods of time. Employee must have good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to operate equipment and read application/form information

**ADDITIONAL INFORMATION**

**Salary Range:** \$55,000-\$70,000

**Benefits:** Cultural Council of Greater Jacksonville offers a generous and comprehensive benefit program including 70% paid health insurance and optional dental, vision insurance. CCGJ also provides company paid life insurance, Short and Long-term Disability Insurance, and a parking allowance. Additional Group Life and AD&D Insurance is available. Employees can also participate in the 403B retirement plan, with an employer match after one year of employment. Paid time off and a flexible work environment are additional perks of working with the organization.

**TO APPLY:** Please submit a resume, 3 professional references and a cover letter to: **admin@culturalcouncil.org**. Applicants' cover letter should address experience related to the essential duties and responsibilities of the position.