

JOB DESCRIPTION

Job Title: Director of Public Art

Revision Date: 2/11/22

Modified: 3/14/2022

Reports To: Executive Director

FLSA Status: Exempt Non-Exempt

Job Summary

The Cultural Council of Greater Jacksonville seeks a Public Art Director (“Director”) to steward the City of Jacksonville’s Public Art collection. Located in indoor and outdoor spaces throughout the city, this extraordinary collection reflects Jacksonville’s rich history, diverse communities, and Jacksonville’s long-standing commitment to the arts. The City of Jacksonville’s public art is located in every quadrant and is one of the City’s greatest assets.

The Director is tasked with establishing and enforcing the City’s public art policies; ensuring that the requirements of the Percent for Art Ordinance are met; managing the process of commissioning new artworks as required by that ordinance; overseeing conservation and collection management; and performing research, public relations, and communications functions pertaining to the City’s collection of public art.

Mission

Enrich life in Northeast Florida by investing in Arts and Culture

Vision

Arts and culture are recognized by all as essential for our quality of life

Values

Imaginative | Collaborative | Inclusive | Placemaking | Engaging

Purposes

- Managing the City of Jacksonville's CULTURAL SERVICE GRANT PROGRAM
- Providing Economic Opportunities for INDIVIDUAL ARTISTS
- Facilitating Duval County’s PUBLIC ART PROGRAM

Essential Duties & Responsibilities

Duval Public Art Director responsible for DIRECTING ROLE, DIRECTING STATE PERCENT FOR ART PROGRAM FUNDS FOR DUVAL COUNTY / DUVAL ART IN PUBLIC PLACES FUNDS, AND PROJECT MANAGING CITY FUNDED PROJECTS which includes:

- Executes Complex Contract Writing, All Project Facilitation, and Management
- Provides Major Community Engagement
- Manages Multiple Public Meetings Weekly and on Weekends
- Oversees and Cultivates the APP Committee
- Oversees APP Trust Accounting Management & Reimbursements to Cultural Council for Department Costs
- Supervises Public Art Project Managers and Staff
- Supervises Contracted Artists and Multiple Vendors Per Project
- Establishes Permitting, Insurance, Bonds
- Acts as Primary COJ Liaison with Public Works & Procurement Departments
- Manages Art Maintenance, Conservation & Restoration Issues
- Provides Departmental, Committee, and Company Continuing Education
- Advocates within COJ for Public Art
- Directly Supports Executive Director as Needed
- Other duties as assigned

Job Requirements

- Must embrace the mission of the Cultural Council of Greater Jacksonville
- Demonstrated excellence in organizational and communication skills, both written and verbal
- Be self-motivated, deadline driven, and exhibit “follow through” on tasks and goals
- Must have intense attention to detail as well as ability to work independently
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability
- Bachelor’s or Master’s degree in visual arts, design or construction fields such as architecture, engineering, industrial, graphic design or field related to the development and execution of public art projects is required; alternatively, an appropriate level of prior successful, progressive project management related work experience of 6+ years
- At least six (6) years of professional work experience working with the management of public art projects or similar projects in construction, architecture, interior design, or other design profession
- Fluent with technology including Microsoft Office products, databases, graphic and web design, online systems, and tools

- Preference for experience in a non-profit, government or philanthropic setting and experience/background in communications/marketing, sales, grant writing/fund development, philanthropy, or another related field
- Legal and/or financial/accounting experience/background a plus
- Knowledge of the arts/culture/humanities/government sectors

Essential Functions

Percent for Art Program: The Director oversees all aspects of the day-to-day operations of the City's Percent for Art Program.

- Identifies capital-eligible projects for Percent for Art funding, implements the Percent for Art Ordinance as required, and manages artist competitions;
- Works with representatives of various City departments, site representatives, project architects, and community representatives to discuss the building design, site plans, materials, artwork locations and aesthetics to successfully integrate artwork into each site;
- Develops and distributes all Requests for Qualifications and Request for Proposals;
- Works with the internal City operating departments to develop the contracts and ensure compliance with equal opportunity goals;
- Oversees the assembly of the Art in Public Places Committee for each public art commission that is responsible for the selection of the artists and the artworks.
- Facilitates the integration of the art project with the design and construction process;
- Manages ongoing correspondence, meetings, and approval of artwork at specific milestones; and
- Facilitates conversation with the public through community engagement events such as workshops, virtual and in-person meetings, open houses, and surveys.

Conservation and Collection Management: The Director oversees the conservation and restoration of City-owned artwork.

- Seeks capital and outside funding for conservation and restoration activities;
- Drafts conservation Requests for Proposals, manages the contracting selection and implementation process;
- Manages condition assessments, collection files, public art inventory databases and utilizes them for short and long-range project planning including future deaccessioning, conservation, and relocation;
- Coordinates and manages conservation work as well as temporary and permanent relocation of City-owned public art;
- Contracts with and oversees art handlers, riggers, and conservators;

- Ensures the routine maintenance of the City's collection of public art including emergency treatment, removal of graffiti and acts of vandalism to artwork; and
- Ensures that conservation treatments and collection management activities are performed per scope of proposal and treatment report.

Donation Management:

- The Director manages the policies and processes related to proposed donations of public art, memorials, and monuments to the City of Jacksonville.
- As needed, serves as the point of contact for organizations and individuals intending to establish memorials or other public art for placement on City-owned property; and
- Liaise between the potential commissioning entities and the City Agencies and Commissions required to review and approve such proposals.

Communications:

- The Director will further foster the relationship between Jaxsons and the City's public art collection.
- Develop an accessible public-facing database;
- Responds to requests from the public and the media, providing information and raising awareness of the City-owned public art collection;
- Updates and testifies before City Council on needs or projects related to public art;
- Provides content and approves of public art related printed and digital material; and
- Ensures public art-related activities and news on the website is up-to-date and accurate.

Competencies, Knowledge, Skills and Abilities

Demonstrated knowledge of:

- Art in public spaces
- Project management
- Managing timelines and deliverables
- Preparing and monitoring budgets
- Computer and database literacy

Ability to:

- Multi-task and monitor multiple projects simultaneously
- Communicate effectively (both written and verbal) for internal and external purposes and with communities
- Problem-solve with limited supervision
- Work effectively under pressure to meet deadlines and changing priorities

- Excel in a fast-paced and demanding environment
- Manage time efficiently and have excellent organizational skills
- Demonstrate sound judgment and make informed decisions
- Record, track, organize and analyze data and documents

Other Requirements

Must be able to work remotely while COVID-19 restrictions are in place and to meet on-site at indoor and outdoor project locations throughout Jacksonville at various times. The possibility for additional evening or weekend hours will occur during program-heavy weeks.

Candidate must pass a background check.

Physical and Mental 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.

Position requires a high level of mental concentration and commitment.

Additional Information

Salary Range: \$65,000 to \$75,000

Please attach a cover letter, resume, and writing sample in the additional attachments section. Applications without all documents will not be considered.

PUBLIC ART IN JACKSONVILLE

Public art by the City of Jacksonville, WPA, and community associations has been a part of the city fabric since the rebuilding after the 1901 great fire. In 1997, the City officially created a public art program and awarded management in 2007 to the Cultural Council. The first major works included Jaume Plensa, Larry Kirkland, Al Held and several others.

ABOUT THE CULTURAL COUNCIL OF GREATER JACKSONVILLE

Founded in 1971, the Cultural Council of Greater Jacksonville is a non-profit organization responsible for igniting the creative economy of our region by providing three pillars for community success. It manages and facilitates the City of Jacksonville's Cultural Service Grant Program, regranting over \$3 million annually from the City to our community's critically needed arts and culture organizations. It facilitates the City of Jacksonville's Public Art program, known as Art in Public Places, a department project-managing the development and delivery of permanent works of public art throughout Duval County with an average total value of \$1.5 million per year. The Cultural Council also supports individual artists by offering career advancement workshops, grant writing courses, and professional networking events, as well as financial opportunities including participation in the Art in Public Places program, access to artist grants, and connection to collectors through pop-up art galleries. The mission of the Cultural Council of Greater Jacksonville is to enrich life in Northeast Florida by investing in arts and culture. Learn more, www.culturalcouncil.org.