

# Cultural Council

OF GREATER JACKSONVILLE

MORE ART. MORE CULTURE. MORE PEOPLE.

## JOB DESCRIPTION

**Job Title:** Public Art Project Manager

**Revision Date:** 11/29/21

**Reports To:** Director of Public Art Programs

**FLSA Status:**  Exempt  Non-Exempt

### Job Summary

Serves the organizational mission of the Cultural Council of Greater Jacksonville by managing multiple public art projects from initial assignment through completion.

### Essential Duties & Responsibilities

- Manages all aspects of each public art project from charter development to installation including artist selection panels, community engagement, design, fabrication, permitting, site construction and installation.
- Develops details of project schedules and budgets.
- Monitors, manages and updates project schedules and budgets throughout the project in close coordination with Director
- Coordinates required reviews and approvals of governing authorities.
- Oversees project quality and safety.
- Documents all project meetings and maintains files of all correspondence relating to the project.
- Supervises any assigned staff or volunteers.
- Coordinates city processing, artist insurance and project close-out for assigned projects.
- Builds relationships with NE Florida fabricators and City of Jacksonville permitting staff.
- Assists Director with relationships with artists, project partners and media.
- Contribute to public relations by photographing Public Art Program activities.
- 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 3-5 years
- At least three 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, etc.
- 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 sector a plus

**Physical Demands** (Identify any physical demands of the job that an employee would be required to perform.)

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.