

# Cultural Council

OF GREATER JACKSONVILLE

**MORE ART. MORE CULTURE. MORE PLACES.**

**Job Title: Public Art Project Manager**

**Reports To: Director and Assistant Director of Public Art Program (Art in Public Places)**

**FLSA Status: Exempt / Full time**

## **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 creative economy of the region by providing three pillars for community success. 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 facilitates the City of Jacksonville's Public Art program, known as Art in Public Places, a department 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. As a rapidly growing municipality, Jacksonville is recognized as a national leader in managing development which provides ample opportunity for public art inclusion. With a growing population, a strong economy, diverse cultural and recreational opportunities and abundant natural resources, Jacksonville continues to distinguish itself as one of the nation's most dynamic and progressive cities. This is an excellent opportunity for individuals with exceptional organizational and communication skills and previous project management experience. 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 the planning, implementation and completion of public art projects, programs and contracts; including, but not limited to: artist selection panels, community engagement, design, fabrication, permitting, site construction and installation. The Public Art Project Manager will be engaging with a diverse group of staff, stakeholders and communities to implement meaningful and impactful public artworks throughout Jacksonville's public spaces and neighborhoods.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Develops details of project schedules and budgets
- Monitors, manages and updates project schedules and budgets throughout the project in close coordination with Public Art leadership
- 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 contractors or volunteers
- Coordinates city processing, artist insurance and project close-out for assigned projects
- Develops and maintains relationships with NE Florida fabricators and City of Jacksonville permitting staff
- Develops and maintains effective working relationships with associates, representatives of other organizations, project partners and the public
  - Contributes to public relations by photographing Public Art Program activities
  - Other duties as assigned

### **MINIMUM QUALIFICATIONS**

- Must embrace the mission and values of the Cultural Council of Greater Jacksonville
- Demonstrated excellence in organizational and communication skills, both written and verbal
- Be self-motivated, deadline driven, and display consistent productivity towards tasks and goals
- Must display intense attention to detail, as well as ability to work independently
- Balance multiple tasks simultaneously and be proactive in problem-solving
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability
- Fluent with technology including Microsoft Office products, databases, graphic and web design, online systems and tools, etc.
- Possession of a Baccalaureate Degree from an accredited college or university with major coursework in public or business administration, accounting, finance, economics, social sciences, education or related fields; or other subject areas related to Art, Art History or related field.

-AND-

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, design or construction fields such as architecture, engineering, industrial, graphic design; or field 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 profession

-OR-

Two (2) to three (3) years full-time equivalent experience working in the visual arts, such as arts administration, studio art, art history, or museum studies

- 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
- Working knowledge of archival and curatorial practices

### **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

**ADDITIONAL INFORMATION**

**Salary Range:** \$45,000-\$55,000 / year

**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](mailto:admin@culturalcouncil.org). Applicants' cover letter should address experience related to the essential duties and responsibilities of the position.