

Job Title: Public Art Project Manager
Reports To: Director of Public Art
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 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 public art program to acquire, procure, maintain, restore, install, and perform responsible stewardship of public art throughout the City while also managing privately funded projects. The City's permanent public art collection has 145 artworks valued at nearly \$10.5M with another \$3M of public art projects currently in development. 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 public art projects, access to artist grants, and connection to collectors through pop-up art galleries. 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. Committed to collaborative planning and community engagement, the Project Manager builds and manages partnerships between artists, government agencies, community organizations and residents to facilitate traditional and creative community engagement approaches, which include events and workshops, public art dedications, surveys, and virtual or in-person forums. The position requires balancing the demands of multiple public art projects in various stages of development daily, which will include occasional field work at project sites and occasional attendance at night and/or weekend meetings, events or workshops to advance projects forward.

ESSENTIAL DUTIES & RESPONSIBILITIES

- PROJECT PLANNING & SCOPING: Identify and meet with project stakeholders. Develop project objectives and parameters; establish project budgets and schedule.
- COMMUNITY ENGAGEMENT: Develop and implement community engagement opportunities in collaboration with project stakeholders and the commissioned artist. Represent the project as needed to community organizations and the general public.
- 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: Review all proposal documents and specifications for full and correct documentation of the artwork into the construction documents and specifications. Consult with experts when necessary to ensure that artwork complies with building and fire codes and ADA requirements as applicable; and is properly engineered, fabricated and installed by qualified licensed contractors.
- PROJECT APPROVALS: Represent the project to the Artwork Selection Panel and regulatory entities for approvals as necessary; ensure that all artist/contractor responsibilities, deliverables, and milestones are met.
- BUDGETS AND FINANCIAL: Monitors project budgets; coordinates City payment processing, artist insurance, permitting, and project close-out tasks.
- PROJECT INTERFACE AND PROBLEM SOLVING: Coordinate the execution of the artist's work with other city contractors, design team members as necessary. Assist the artist in finding qualified subcontractors as necessary. Anticipate and address possible problems or issues that may arise in course of the project to prevent future complications; and use initiative, creativity and diplomacy to address and resolve any problems and conflicts that arise in the course of the project.
- Coordinate collection management responsibilities as needed, to include condition reporting, maintenance and conservation reporting, etc.
- Other duties as assigned.

MINIMUM QUALIFICATIONS & COMPETENCIES

- Must embrace the mission and values of the Cultural Council of Greater Jacksonville.
- Highly self-motivated, achievement-oriented, with the ability to work individually and in teams.
- Demonstrated ability to prioritize workload and monitor productivity toward delivery of a public art project.
- Demonstrated excellence in organizational and communication skills, both written and verbal.

- Must display intense attention to quality and accuracy of deliverables.
- Responsive to project correspondence and needs.
- Exhibits objectivity and is receptive to feedback and different perspectives.
- Displays a positive attitude and presence, while employing common sense and good listening ability.
- Fluent with Microsoft Office and Google suite; working knowledge of databases.
- 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 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.

-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

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. Applicants' cover letter should address experience related to the essential duties and responsibilities of the position.