

# ARTS COUNCIL OF FORT WORTH

## Public Art Project Manager Job Description

**Job Title:** Public Art Project Manager  
**FLSA Status:** Full-time, Exempt  
**Reports To:** Vice President of Public Art  
**Salary:** Commensurate with qualifications and experience  
**Application Deadline:** Monday, June 19, 2017, 5:00 p.m.

### Summary

The Arts Council of Fort Worth provides professional management services for Fort Worth Public Art – a municipal percent for art program established in 2001. This position is responsible for managing all aspects of multiple assigned public art projects, based upon the guidelines set forth in the City Council-adopted *Fort Worth Public Art Master Plan* and City of Fort Worth administrative processes. It is well-suited for an individual who has an understanding of public art and is able to navigate complex situations with accuracy, sensitivity and diplomacy.

### Essential Duties / Responsibilities

- Manage all aspects of specific public art projects, as assigned, including project planning, facilitating artist selection and City approval processes, contract negotiation and compliance, managing project budgets and fund allocation processes, managing project schedules, monitoring fabrication and installation of artworks, plaque and project dedication coordination with the Community Engagement Coordinator, and assist Collections Manager with maintenance and conservation coordination.
- Develop partnerships and maintain close communication with City Council Members, community stakeholders, neighborhood associations, and other entities, as appropriate, with regard to specific public art projects
- Plan and facilitate public art design charrettes and community meetings, as required
- Contribute content for digital media and print publications, as assigned
- Represent the Fort Worth Public Art program and the Vice President of Public Art, at meetings of local organizations and community groups, City Council, Arts Council of Fort Worth Board, public art events and others, as assigned
- Plan and implement new public art initiatives, as assigned
- Other related duties, as assigned

### Skills / Requirements

- Proven ability to work with a diverse array of publics, including artists, community leaders and stakeholders, elected officials, City staff, and design professionals
- Excellent written and oral communications skills (fluency in Spanish is a plus)
- Diplomacy, tact and sensitivity
- Experience with contracts and project budgets
- Ability to read architectural drawings and site plans

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- Knowledge of various media, materials and fabrication/construction methods
- Strong detail orientation
- Ability to effectively multitask under pressure in a fast-paced, customer-focused environment
- Visual acuity and manual dexterity required, including ability to lift up to 20 pounds
- Valid Texas Driver's license
- Personal vehicle
- Personal mobile phone
- Proficiency with Microsoft Office (Word, Excel, PowerPoint) and database software
- Proficiency with Adobe Creative Suite (Photoshop, InDesign) and photography is a plus

### **Education/Experience**

Bachelor's degree from an accredited college or university with major coursework in Fine Arts, including studio art, arts management, museum studies, art history, design, architecture, urban planning, or a closely related field.

Equivalent of three (3) years of full-time experience in public art project management is preferred. A substantial knowledge of public art including national public art best practices, design, and contemporary art issues must be demonstrated.

### **Arts Council Benefits**

- Medical, dental, and vision insurance
- Employer-matched 401K Plan (up to 2% of salary)
- Paid vacation and sick leave
- Paid holidays
- Free parking
- Employee training opportunities
- Reimbursed mileage (for public art site visits and meetings)

### **Application Requirements:**

- **Cover Letter** highlighting applicable skills and experience and salary history (1 page)
- **Resume** (no more than 4 pages)
- **Completed Supplementary Questionnaire**

Must be **received** no later than 5:00 p.m., Monday, June 19, 2017 via hand-delivery, US Mail or email:

Arts Council of Fort Worth  
ATTN: Rachel Ireland, HR Manager  
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Fort Worth, TX 76107  
817-298-3035  
[rachel@artscouncilfw.org](mailto:rachel@artscouncilfw.org)

Questions may only be directed to Ms. Ireland. Thank you!