

ARTS COUNCIL OF FORT WORTH

Public Art Project Manager Candidate Supplemental Questionnaire

Please submit concise written responses to the following:

1. Do you meet the minimum Education / Experience requirements listed on the job description?
2. Please describe your project management experience.
3. Please describe your experience working with community-based and/or collaborative projects.
4. Please describe the most complex project you have managed.
5. Please indicate which items with which you have at least two (2) years of full time experience:
 - a. Making public presentations
 - b. Facilitating artist selection processes
 - c. Reading / reviewing design and construction plans
 - d. Preparing / reviewing project budgets and cost estimates
 - e. Drafting / administering contracts
 - f. Preparing detailed project reports
6. Please indicate which of these software systems with which you are proficient:
 - a. Microsoft Office (Word, Excel, Powerpoint)
 - b. Adobe Photoshop and/or InDesign
 - c. Enterprise software, financial systems
7. Do you have a valid Driver's License and a personal vehicle available during working hours?