

DUTIES OF THE JH PUBLIC ART PROJECT MANAGER

JH Public Art seeks qualified applicants for the position of Project Manager.

The JHPA Project Manager coordinates all aspect of our community projects, programs, and events and assists with administrative tasks, and marketing. The ideal candidate demonstrates a positive attitude, is a self-motivated team-player, an efficient multi-tasker with exceptional attention to detail, excellent problem solving skills, and who can consistently meet deadlines; an effective verbal and written communicator who can maintain positive and professional interactions with community members, clients, and artists; and a capable designer who can create custom promotional pieces and manage social media communications that effectively contribute to the brand of JHPA.

The project manager hours take place primarily from Monday through Friday in the JHPA office located at the Center for the Arts with the flexibility to accommodate installation schedules and event responsibilities that may take place evenings or on weekends. This position is full time, however, we may consider qualified part-time applicants who do not have a marketing and design background.

Candidates should have the technical skills and ability to coordinate and assist in installations, de-installation, maintenance, and perform other hands-on activities that may require lifting, and working extended hours outdoors.

Applicants should have a bachelors degree; 2-4 years of experience in public art, gallery, museum, design-related project management, community organization, planning, administration, nonprofit, or related backgrounds.

To apply please send a letter of interest, current resume and three references compiled as one PDF to: Carrie@jhpublicart.org

Submit by: February 22nd, 2019.

Label file as follows: YourName_ProjectManager.pdf

Email Subject Heading: Project Manager

Project Management & Administrative Support (65 - 70%)

- Support the Mission, Vision, and Goals of JH Public Art
- The project manager is primarily responsible for these projects: the ArtSpot, Moonshot 5x5, Stickum Up, FoundSpace, PARKing Day, and Glow Nights.
- Assist the director in managing other major capital projects of JHPA
- Track time and provide weekly reports
- Draft all contracts & agreements with artists, clients, and sub-contractors
- Coordinate and execute the annual public art maintenance plan
- Announce, schedule, prepare materials, and document minutes for all meetings
- Initiate and cultivate communication among artists, clients, community members, and stakeholders for specific projects and general communication
- Manage and track project expenditures
- Develop detailed project plans to track progress

Project Management & Administrative Support *continued* (65 - 70%)

- Assist the director in preparing and presenting projects to the PAT, ToJ, and board, community organizations and the general public at critical junctures for approvals.
- Coordinate with artists throughout the design, development, fabrication, and installation phases of a project to resolve issues as they arise.
- Research materials, fabrication means, and other discipline experts as necessary to assist the artist in realizing his/her design intent
- Alert the director of possible issues that may arise over the course of the project and assist in creatively resolving any problems and conflicts that arise
- Ensure that the work designed, fabricated, and installed meets all quality and safety expectations, is durable, and can be maintained within the commissioning agency's resources
- Ensure that all phases of the project are thoroughly documented, maintain organized paper and digital files, organize the transfer of essential documents to the owners, including but not limited to professional photo documentation, names and addresses of all contractors, suppliers and other vendors, maintenance manuals, and other information important to the history of the artwork
- Solicit, manage, and train volunteers and interns
- Assist in all aspects of installation/de-installation of artworks
- Participate in webinars and ongoing education opportunities
- Perform other duties as assigned by the Public Art Director

Marketing & Communications (25%)

- Execute the annual marketing plan including: website, newsletter, print, video, photography, radio, public relations with local and regional news agencies, and social media
- Coordinate education and outreach initiatives
- Prepare all communication, promotional pieces, client, and donor proposals
- Prepare reports for clients, donors, and board members
- Serve as a spokesperson and representative for the JH Public Art and Public Art Taskforce
- Announce, prepare for, and document meetings of the Board of JH Public Art, Public Art Taskforce, and selection panel committees
- Maintain a newsletter database
- Develop and maintain an artist and fabricator database

Development and Finance (5-10%)

- Track program expenses to approved budgets
- Maintain donor database
- Assist in developing resources for projects in coordination with the Director including writing and reading grants, and securing in-kind support
- Prepare grant reports
- Conduct fund raising research
- Organize fund raising events