

# ARTS FORT WORTH

Job Title: Public Art Collection Manager  
FLSA Status: Full-Time, Non-Exempt  
Reports To: Public Art Program Manager  
Salary Range: \$44,000-\$50,000

## PUBLIC ART COLLECTION MANAGER SUMMARY

Arts Fort Worth provides professional public art management services for private and municipal programs, including Fort Worth Public Art, a municipal percent-for-art program established in 2001. The Public Art Collection Manager demonstrates the knowledge and skill set to provide direction for the well-being of art collections, primarily artworks sited in outdoor public environments, and oversees the care and maintenance of the (City of) Fort Worth Public Art Collection in accordance with the *Fort Worth Public Art Master Plan Update* of 2017. In addition, the Public Art Collection Manager in conjunction with community partners, may develop temporary installations and community-based exhibitions showcasing the work of local artists and portable artworks in City collections.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Artwork Maintenance and Conservation
  - Plans and supervises all maintenance and conservation projects, including condition assessments, appraisals, conservation cleaning/maintenance and conservation treatments
  - Administers vendor selection and contract negotiation, collection management budgets and schedules, and acts as a liaison with owner department representatives
  - Develops and maintains a five-year Collection Management Plan including project and budget recommendations
  - Recommends an annual Collection Management budget for the Fort Worth Public Art program for City Council approval
  - Oversees implementation of plaques for artworks upon project completion
- Collection Oversight
  - Serves as a staff liaison for the Fort Worth Art Commission's Ad Hoc Gifts and Loans Review Panel and administers donor/lender negotiations, Art Commission presentations and reports, Council documentation and all contractual materials including copyright issues and deeds
  - Facilitates annual inventory review in coordination with the City's Asset and Risk Management Departments which includes physical inspection and condition reporting

- Reviews final design proposals and advises Public Art Project Managers on matters pertaining to the well-being of commissioned public artworks
  - Maintains collection records, archives, resources, the collection management database, off-site storage locations and photographic documentation
  - Maintains materials and techniques data and other resource information
  - Facilitates deaccessioning processes, if necessary
  - Drafts and recommends policies and guidelines, as assigned
  - Other related duties, as assigned
- Community Engagement
    - Facilitates temporary and/or permanent relocation of public artwork
    - Develops temporary installations and community-based exhibitions, as assigned
    - Represents Fort Worth Public Art and the Public Art Program Manager at meetings of local organizations and community groups, City Council, Arts Fort Worth Board, public art events and others, as assigned
    - Contributes content for website and publications, as assigned

## STAFF-WIDE EXPECTATIONS

All team members are expected to engage in activities that contribute to the general wellbeing of the organization. Unless specifically stated otherwise, staff should expect to:

- Adhere to and demonstrate Arts Fort Worth core values in their work: Authentically Passionate, Intentionally Equitable, Purposeful Listener, Trustworthy Partner
- Participate in staff meetings, workgroups and committees.
- Engage in Arts Fort Worth initiatives and support diversity, equity and inclusion and advocacy efforts.
- Support a culture of data excellence through timely data entry and effective utilization of data and technology systems.
- Attend and participate in partner and volunteer events when practical.
- Support fund development through activities such as participating in workgroups and committees, providing support at Arts Fort Worth events, attending and bringing guests to events, bringing content expertise to grant writing or donor relationships, adhering to brand guidelines, etc.

## POSITION QUALIFICATIONS

- Bachelor's degree from an accredited college or university is preferred with major coursework in Fine Arts, including studio art, arts management, museum studies, art history, design, architecture, or a closely related field or equivalent experience.
- Equivalent of three (3) years of full-time experience in museum, art services, or public art collection management is preferred. A substantial knowledge of public art including national public art best practices, design, and contemporary art issues must be demonstrated.

- Proven ability to work with diverse groups, including artists, community leaders and stakeholders, elected officials, City staff, and design professionals
- Excellent written and oral communication skills, employing diplomacy, tact, and sensitivity (fluency in Spanish is a plus)
- Experience with contracts and project budgets
- Knowledge of various media/materials, and fabrication/construction methods
- Ability to read architectural drawings and site plans
- Strong problem-solving skills and attention to detail
- Ability to effectively multitask under pressure in a fast-paced, customer-focused environment
- Valid Texas Driver's license
- Personal vehicle
- Personal mobile phone
- Proficiency with Microsoft Office (Word, Excel, PowerPoint)
- Experience with Canva, PDF Exchange, Adobe Creative Suite (Photoshop, InDesign), WordPress, and photography is a plus

#### PHYSICAL REQUIREMENTS

- Prolonged periods sitting and/or standing at a desk, working on a computer and using a phone.
- Visual acuity and manual dexterity required, including ability to lift up to 20 pounds

#### ADDITIONAL INFORMATION

Annual salary range for this full-time, exempt position is \$44,000 to \$50,000, commensurate with experience, in addition to a benefit package that includes medical, dental, vision, short and long-term disability, and life insurance; an employer-matched 401(k) plan; and generous vacation, sick, and holiday paid time off.

This role may work in a hybrid of remote and onsite settings but will require full in-person attendance for the first 90 days. Top candidates may be asked to provide a work sample.

Arts Fort Worth is committed to your growth and to building a team that reflects the diverse experiences, cultures, and abilities of our city. We welcome both local applicants and those from outside of North Texas, but please note that this role requires on-site participation. To apply, please send a cover letter and resume through this link: [Arts Fort Worth Submission Manager - Public Art Collection Manager Job Application](#)