

ARTS FORT WORTH

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

PUBLIC ART PROJECT MANAGER SUMMARY

Arts Fort Worth provides professional management services for Fort Worth Public Art – a municipal percent-for-art program established by the City of Fort Worth in 2001 along with other clients commissioning artworks in public spaces. This position is responsible for managing all aspects of multiple assigned public art projects. It is well-suited for an individual with project management experience who understands public art and can navigate complex situations with accuracy, sensitivity, and diplomacy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage all aspects of assigned public art projects
 - Coordination with the Client or City Department and Arts Fort Worth staff
 - Project planning
 - Facilitating artist selection and City approval processes
 - Contract negotiation and compliance
 - Managing project budgets
 - Managing project schedules
 - Monitoring fabrication and installation of artworks
 - Coordination of project dedication events
 - Assisting Collections Manager with planning for annual maintenance
- Community Engagement
 - Develop partnerships and maintain close communication with City Council Members and their District Directors, community stakeholders, neighborhood associations, and other entities, as appropriate, regarding specific public art projects
 - Plan and facilitate community meetings and events, as required
 - Contribute content for digital media and print publications, as assigned

- Represent Arts Fort Worth and/or the Fort Worth Public Art program at meetings of local organizations and community groups, City Council, Arts Fort Worth Board events, public art events, and others, as assigned
- Plan and implement new public art initiatives, temporary installations, and community-based initiatives, as assigned
- Other related duties, 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 a diverse array of people, including artists, community leaders and stakeholders, elected officials, City staff, contractors, 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
- Ability to read architectural drawings and site plans
- Knowledge of various media/materials, and fabrication/construction methods
- Strong problem-solving skills and attention to detail
- 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 and CRM software
- Experience with Adobe Creative Suite (Photoshop, InDesign), and/or Canva, PDF Exchange, 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: [Public Art Project Manager Application Form](#)