



Rose Kennedy Greenway Conservancy

Title: Public Art Project Manager

Type of Position: Full-time, non-exempt

Reports To: Public Art Curator

The Rose Kennedy Greenway Conservancy is seeking a highly motivated and reliable individual for a full-time position as Public Art Project Manager. This is an opportunity to join a dynamic, award-winning organization and help contribute to the sustainability of a premier public space.

The Public Art Project Manager manages assigned public art projects under the supervision of the Public Art Curator. This includes coordination of artist selection, project meetings and events, payment processing, and contract administration. The Project Manager works with Greenway staff, artists, contractors, and vendors to facilitate the construction and installation of temporary public artworks and to ensure projects are completed/installed within set budgets and timelines. He or she will research issues and provide technical assistance related to public art projects. The Project Manager also participates in a variety of Greenway programs and contributes to initiatives and related tasks both within and outside the Public Art Department.

Responsibilities

- Help define scopes of work, develop criteria for projects, and select artists.
- Process artist contracts, assist in project documentation and filing.
- Initiate and cultivate communication among artists, cultural partners, project managers, project architects, and others throughout the project process.
- Manage and track project expenditures.
- Confer with artists throughout the design, development, fabrication, and installation phases of a project and resolve related issues as they arise.
- Assist with developing, implementing, and assessing policies and procedures for the Public Art Program.
- Prepare information and materials for meetings related to Greenway Curatorial Committee and Board, Boston Arts Commission, and others.
- Assist in all aspects of installation/de-installation of artworks on The Greenway.
- Assist with program documentation and archiving.
- Schedule and coordinate internal and external meetings.
- Perform other duties as assigned by the Public Art Curator.

Skills and qualifications

- Bachelor's degree, preferably in Art, Art History, Art Administration, Architecture, Urban Design, Construction Management or related fields.



- 2-4 years public art or design-related project management experience. Nonprofit or government experience helpful.
- Ability to manage multiple projects effectively and meet deadlines in a fast-paced environment.
- Ability to communicate effectively and interact professionally with all levels of staff, community representatives, and artists.
- Knowledge of artistic disciplines/media, visual art and architectural trends, and architectural construction terms.
- Knowledge of MS Office (or Google platforms) required.
- Experience working in Adobe Illustrator and PhotoShop.
- Results-oriented; collaborative; likes a varied and frequently changing environment; flexible; calm under pressure; good sense of humor and fun.
- Committed to the mission of The Greenway.

Logistics

- Work hours are Monday through Friday, but flexibility is required to accommodate evening and weekend responsibilities.
- Coordination work will generally take place indoors but the position will require time in the park for artwork installation, de-installation, maintenance, and other activities.
- The role will require occasional lifting, carrying, setup, and cleanup of materials.

Application process

- Please email one-page cover letter, resume, and 3 references to jobs@RoseKennedyGreenway.org with “Public Art Project Manager application” in the subject line. Each file name should begin with applicant’s last name.
- No phone calls, please.

About the Greenway and the Conservancy

The Rose Kennedy Greenway, a roof garden atop a highway tunnel, is a contemporary public park in the heart of Boston. The non-profit Greenway Conservancy maintains, programs, finances, and improves the 1.5-mile Greenway on behalf of the public. The Greenway welcomed a record 1.38 million visitors in 2016 for The Greenway Carousel, events, Wi-Fi, and Mobile Eats food trucks, plus millions more visitors who enjoyed the fountains, plazas, and gardens. The Conservancy has won numerous awards, including for our organic landscape care and park programming and most recently for Public Art.

To learn more about The Greenway and the Conservancy, please visit our [website](#) and [blog](#) and follow us on [Facebook](#), [Twitter](#), and [Instagram](#).



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