SAN FRANCISCO ARTS COMMISSION

1842, Public Art Program Project Manager

Job Description

Under the direction of the Public Art Program Director, the Public Art Project Manager (PAPM) assists with the implementation of the City’s Art Enrichment Ordinance, which mandates that 2% of the construction cost of city capital improvement projects pertaining to buildings, parks, transportation projects, above ground structures and substantial building renovations be allocated for the acquisition of artwork. Under the supervision of the Senior Public Art Project Manager, the PAPM will manage approximately 15-20 permanent and temporary public art projects in various stages of development in accordance with the Civic Art Collection Guidelines, which includes but is not limited to the following:

1. Meet with client agency and project design team to learn about the project and discuss possible project locations or approaches; attend community meetings to introduce the project to the community.
2. Develop project objectives and parameters for each new project, including project location and approach, geographic eligibility and qualifications for artists; Establish project budgets and categories of expenditures, document expenditures relative to the project budget; monitor discrepancies between the budget and project actuals, and be responsible for the financial management to ensure the work is completed within the budget; Develop project schedule in concert with CIP schedule and ensure that all deadlines are met.
3. Present the project to the Visual Arts Committee and Arts Commission at critical project junctures for approvals; make presentations of artist’s work and/or proposal to other city and governmental agencies, community organizations and the general public. Prepare and present project reports.
4. Work with the client agency and Arts Commission Public Information Officer to develop community outreach and involvement plans, including attending community meetings, identifying community member panelists and scheduling the display of proposals in local community settings for community review and comment. Help plan and attend public dedication events and other project publicity and public information; draft text for permanent identity plaques.
5. Conduct the artist selection process, including establishing a pool of qualified panelists, writing and issuing Request for Qualifications, developing and implementing an outreach plan to inform artists of the opportunity, researching and recruiting qualified artists, scheduling and conducting the artist selection panel in accordance with PAP protocols.
6. Review with the PAP Director and Senior Registrar all artist proposals prior to public presentation for feasibility, safety, durability of materials, site appropriateness. Review proposed budget to ensure that it is realistic and substantiated.
7. Draft and negotiate contracts with artists and other contractors; monitor contract compliance, ensuring that all contract requirements, deliverables and deadlines are met; approve and track payments.
8. Facilitate interaction between the artist and the client agency, project design team (architect, landscape architect, etc.) and the community. Ensure the artist’s project is documented in all project design and construction documents; review all bid documents and specifications for full and correct documentation of the artwork into the construction documents and specifications; when necessary, consult with experts to ensure that artwork as designed fabricated and installed complies with building and fire codes and ADA requirements; is properly engineered, fabricated and installed by qualified licensed contractors.
9. Research as necessary materials, fabrication means, and other discipline experts as necessary to assist the artist in realizing his/her design intent, and to ensure that the work as designed, fabricated and installed meats all codes, is durable, and can be maintained within the Arts Commission’s resources.
10. Ensure that all phases of the project are thoroughly documented, maintain organized paper and digital files, and with the assistance of the Collection staff, organize the transfer of essential documents to the Collections archives, including but not limited to professional photo documentation, final, as built design and construction documents, names and addresses of all contractors, suppliers and other vendors, maintenance manuals, and other information important to the history of the artwork and project.
11. An essential element of the PAPM’s job is to anticipate and address possible problems or issues that may arise in course of the project to prevent future complications, and to use initiative, creativity and diplomacy to address and resolve any problems and conflicts that arise in the course of the project, either technical issues, or disagreements between the parties, problems with the interface between the project and the community to name a few.
12. Contribute to the efforts of the PAP Director, other program staff, and the commission to develop policies, procedures and guidelines as necessary. Actively assist in identifying means for improving the program.
13. May train and/or direct the work of assigned staff.
14. Performance of essential functions requires use of a personal computer, including word processing, e-mail, internet, spread sheet, database and/or other applications. Job requires attendance at some evening and/or weekend meetings, events or workshops. It also requires site visits to construction sites and use of personal safety equipment.