

POSITION ANNOUNCEMENT

Title: Public Art Program Manager

Type of Position: Full-time

Reports To: CEO

The Arts and Humanities Council of Montgomery County (AHCMC), is seeking a highly organized and collaborative Public Art Program Manager to join a prominent public art program at a leading local arts agency. This position is critical to advancing our efforts to cultivate the arts and humanities throughout Montgomery county Maryland's diverse and inclusive communities.

Background: AHCMC administers the Montgomery County Public Arts Trust Program, which is funded through a yearly budget allocation from the Montgomery County Government. Totalling more than 800 artworks, Montgomery County's Public Art Collection has grown over the past 30 years to include artworks by internationally renowned artists. This extensive range of artworks includes freestanding sculpture, integrated pieces and works on paper, as well as occasional temporary commissions, and it has been commissioned under the auspices of a variety of county agencies. The Public Arts Trust is overseen by the Public Arts Trust Steering Committee, which includes government agency representatives and arts professionals. The Public Arts Trust is guided by the Montgomery County Public Art Roadmap, a strategic plan. For more information, visit www.creatiemoco.com/publicart

Job Summary: The Public Art Manager has overall responsibility for the planning, management, advocacy and evaluation of all public art projects.

Primary Responsibilities to include:

1. **Collaboration:** Coordinate meetings and activities of the Public Arts Trust Steering Committee; collaborate with county agencies to identify and advance public art initiatives; participate as an ex-officio member of the M-NCPPC Art Review Panel; and manage partnerships between AHCMC and other public and private entities/stakeholders interested in public art projects in the county through administrative and communications support.
2. **Planning:** Develop an annual workplan with the CEO that implements the strategies and priorities enumerated in the Public Art Roadmap.
3. **Budgeting and Management:** Develop the Public Arts Trust budget with the CEO; monitor implementation of the budget within the guidelines established by the CEO. Draft and negotiate contracts with contractors, including consultants and conservators; monitor contract compliance, ensuring that all contract requirements are met.
4. **Collection Development:** Coordinate all aspects of the commissioning of public artworks (including several begun in earlier fiscal years and currently underway) to assure the interests of AHCMC are represented. Coordinate artist selection processes. Facilitate interaction between the artist and the client agency, project design team (architect, landscape architect, etc.) and the community.
5. **Collection Management:** Maintain public art records and inventories including the ArtSystems Public Art Database. Coordinate the acquisition of new artworks in the collection through the annual call for art for the contemporary works on paper collection and all loans of public artwork to county facilities. Coordinate the annual conservation and maintenance program.

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6. **Exhibition Space:** Manage, curate, and provide oversight to the Betty Mae Kramer Gallery, the county's designated exhibition space in downtown Silver Spring. Produce approximately five exhibitions per year including event planning and additional education and engagement programming related to exhibitions.
7. **Communication.** Collaborate with AHCMC communications team on developing content related to AHCMC public art programs and projects.

Skills and Qualifications

- Bachelor's degree in Art, Art History, Art Administration, Architecture, Urban Design, Project Management or related fields. Master's Degree desirable
- 3-5 years public art or design-related project management experience. Nonprofit or government experience preferred.
- Superior communications skills and ability to manage multiple projects effectively in a fast-paced Environment
- Knowledge of artistic disciplines/media, visual art and public art trends preferred.
- Previous database or collections management experience preferred.
- Knowledge of MS Office (or Google platforms) required

Salary - \$65K - \$70K annually plus competitive benefits package. Position start date July 1. 2019

How to Apply: Send a cover letter and resume to: HR@creativemoco.com With Subject Line, "Public Art Program Manager." NO PHONE CALLS PLEASE.