

Employment Opportunity:

Scottsdale Arts is seeking a full time Public Art Manager for our Public Art division. This position is responsible for the direct day-to-day management of assigned public art projects in development, ranging from direct artist commissions/purchases to integrated site work.

Essential Functions

1. Provides project management of public art projects as mandated by the city's Percent for Art ordinances, including its Art in Public Places and Art in Private Development public art programs.
2. Provides strategic planning for long-range vision of the public art program's public art projects, including overall budget development and monitoring, public art plan implementation, city planning for upcoming public art projects, and liaising with the Public Art Advisory Board.
3. Builds and actively facilitates support and consensus as applicable with project teams in all phases of project management: programming, selection, budgeting, maintenance review, design, fabrication, construction, installation, and completion.
4. Interacts with utility companies and other governmental agencies to obtain necessary permits and clearances and to ensure regulatory compliance.
5. Coordinates and facilitates artist selection processes and related committees.
6. Participates in the negotiation of development contracts with private developers, contractors, and design professionals.
7. Drafts contracts and oversees contract fulfillment ensuring each step is monitored, communicated, and fulfilled as outlined.
8. Works closely with artists, city planners, and developers for delivering projects within budget, in an established timeline and under the guidelines of the established contracts.
9. Facilitates collaborations and working relationships with multiple stakeholders, including artists, architects, designers, technical professionals, City staff members, construction teams, developers, members of the community and others.
10. Prepares and monitors project budgets and provides status reports including but not limited to reports to the city, building entities, website updates, internal updates, communication to the advisory board, etc.
11. Performs other duties as required.

Salary and Benefits

Hiring Range is \$57,000 to \$63,000 annually, with potential to hire above minimum based upon qualifications.

We offer a full-time benefits package including paid time off, holidays, insurance options (medical, dental, vision, life insurance, long term disability, etc.) A 401K plan is available after one year with up to a 4% company match.

Minimum Qualifications:

1. Education: Bachelor's degree required in related field (plus additional experience as outlined below). Master's degree in related field preferred.
2. Experience: At least 5 years' experience managing public art projects at a level which required supervision in the planning and execution of the process, for both capital public art projects as well as art in private development projects. Additional experience may be used to substitute master's degree with Division Director approval.
3. Attributes:
 - Proficiency with Microsoft Office, PowerPoint, Excel.
 - Demonstrated ability to manage details of various projects, build rapport and work diplomatically with the public, as well as represent Scottsdale Public Art in a professional manner.
 - Familiarity with municipal practices and procedures for design review
 - Knowledge of principles and practices of engineering, architecture, and public administration.
 - Read, use, and interpret documents and graphical information such as construction plans, safety rules, operating and maintenance instruction, procedure manuals, schematic drawings, wiring diagrams, flow charts, layouts, other visual aids, and electronic project management applications.
 - Ability to write routine reports and correspondence.
 - Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
4. Work Environment: While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand, walk, and talk or hear. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Non-smoking environment. Must be available to work days, evenings and weekends.
5. Other requirements:
 - Must possess valid driver's license and driving record which is acceptable to the organization's insurance carrier.

How to Apply:

Apply online at one of the following links:

1. [Scottsdale Arts Website](#)
2. [Linked In](#)

Scottsdale Arts is an Equal Opportunity Employer.