



Arts New Orleans seeks a Public Art Project Manager

The mission of the Arts Council of New Orleans (dba Arts New Orleans) is to improve the quality of life in New Orleans by supporting, activating, and investing in our city's greatest national resources: our artists, cultural producers, and the creative community. Building on our community's abundance of cultural wealth and creativity, Arts New Orleans envisions a city in which arts and culture play a pivotal role in all areas of policy, planning, and placemaking. To pursue a more equitable, joyful, and resilient city, art and artists should be central to all community and economic development efforts – from public health to public safety, education to infrastructure. Arts New Orleans has operationalized its commitment to advancing equity in its work through staff recruitment and hiring, board development, purchasing practices, and resource allocation.

Since 1986, Arts New Orleans has integrated distinct art into our city's public spaces through its role administering the City of New Orleans Percent for Art program. The program is supported through city funding generated by 1.5% of eligible capital projects. We collaborate closely with community partners to imagine, design, and implement creative interventions that build community pride and increase social, economic, and civic wellbeing.

With all of our Percent for Art commissions, we consider our role to be engaging local artists and facilitating the production of public art that illuminates daily existence and connects to the traditions of our communities. Whether the work takes the form of a sculpture, creative design solution, or community engagement initiative, we aim for the work we commission for public space to be thoughtful and responsive to its context. Our work includes acquiring artwork for the city's collection, community outreach and education, coordination with city departments, and maintenance of the Percent collection.

There are currently more than 350 Percent for Art artworks enlivening our city's landscape. They are located throughout city-operated public spaces such as City Hall, municipal court buildings, public libraries, police and fire stations, recreation centers, parks, and neutral grounds. The quality and diversity of the collection represents the strength of the area's visual artists and celebrates what makes our community unique.

In addition to managing Percent for Art public art projects, Arts New Orleans manages several large-scale private commissions, such as the new sculpture series in the Ernest N. Morial Convention Center Pedestrian Park and *Unframed presented by the Helis Foundation*, a collection of large-scale murals in Downtown New Orleans.

Public Art Project Manager Job Description

Arts New Orleans seeks a full-time staff member with strong experience in and passion for public art project management. The Public Art Project Manager is responsible for managing all aspects of the public art process, from the conceptualization and planning phase through the fabrication and installation of work. The Public Art Project Manager works closely with the Arts New Orleans Programs Director, Creative Director, city agencies, community organizations and residents. Community engagement in the planning, design and implementation of projects is a central focus of the role. The Public Art Project Manager will manage both publicly and privately commissioned public art.

In addition to managing projects, the Public Art Project Manager will oversee Public Art School, an artist training program that is intended to bridge the gap between studio practice and public art. Local professional and emerging artists have expressed the need for better training to prepare them to respond effectively to public art calls, which can be daunting and require special considerations. Public Art School is a unique program that takes artists through every stage of the public art selection process. Through this effort, the Arts Council is particularly focused on equity for groups that are historically underrepresented in public art commissions and will actively seek out and select artists of color, women, and members of the LGBTQA community to participate.

Start Date: March 7 – April 4, 2022

Ideal Qualifications

- Must embrace the mission of Arts New Orleans
- A minimum of 3 years of public art or design-related project management experience (at least 5 years is preferred)
- Strong interpersonal skills and ability to communicate effectively (both written and verbal) for internal purposes and with partners/communities
- Have the desire to build external relationships with city agencies, community organizations and residents
- Must have excellent organizational skills and ability to manage timelines and deliverables for multiple projects simultaneously
- Be a self-starter and goal-driven
- Possess a collaborative spirit, a flexible attitude, and a sense of humor
- Knowledge of Microsoft Office and Google Drive is required; experience working in Adobe Illustrator and Photoshop is a plus

Job Responsibilities

Collaborative Planning and Community Engagement:

- Work with representatives of various City departments, project designers and architects, community organizations and residents to select sites in consideration of both community needs and aesthetics
- Build and manage partnerships between artists, government agencies, community organizations and residents
- Facilitate traditional and creative community engagement approaches, including but not limited to events and workshops, public art unveilings, surveys, virtual or in-person public meetings or forums
- Assist with additional fund development for projects
- Contribute to an annual Public Art Plan for Percent for Art-funded projects

Project Management:

- Manage approximately 15-20 permanent and temporary public art projects in various stages of development per year
- Manage artist selection process including writing and releasing Request for Qualifications / Request for Proposals, conducting outreach to potential artists, and recruiting and managing an artist selection committee for each project
- Conduct ongoing check-ins and meetings with artists, designers, fabricators and project partners to ensure timely progress and problem-solving
- Write and negotiate artist contracts
- Prepare and monitor project budgets
- Oversee engineering reviews and permitting as required by the City of New Orleans, Design Advisory Committee and other entities necessary for each site
- Research fabricators and suppliers
- Ensure that City of New Orleans and Percent for Art Ordinance requirements are met
- Monitor and handle maintenance and repair needs

Public Art School:

- Recruit emerging and professional artists to participate in the training program
- Coordinate workshops by experienced public art professionals on topics related to submitting qualifications (e.g. letters of interest, resumes, work samples, preliminary concepts), proposals (e.g. narrative, renderings, materials lists, budgets, work plan, engineering review), and what to expect from participating in a selection committee meeting

Reporting and Documentation:

- Ensure photo, video and written documentation of artwork on Arts New Orleans Sharepoint and Artwork Archive (an online art inventory software)
- Update collections management software for past projects
- Complete project and financial reports needed for grantors, clients, and City of New Orleans

Job requires attendance at some evening and/or weekend meetings, events or workshops.

Salaries/Benefits

This is a full-time employee position. The starting salary range is \$50,000 - \$65,000, commensurate with experience and other qualifications. Health insurance and matching funds for 403(b) retirement plan provided.

Application Deadline

Applications will be accepted through **February 11, 2022**. Interviews with selected candidates will be held on **February 18**. Please e-mail a cover letter, resume, and 3 references to jobs@artsneworleans.org with your name and Public Art Project Manager written in the subject line.

In your cover letter, please describe 2 examples of previous public art projects you coordinated. Your cover letter should be no more than 2 pages.