##

## FORECAST PUBLIC ART

## JOIN OUR TEAM!

## Posted: March 3, 2022

### **BACKGROUND**

There is ongoing demand by private and public partners seeking our support to engage artists in creative problem solving. To help meet this demand, we are hiring a new Project Manager with: strong management skills; belief in our mission and values of social justice and racial equity; and experience in the field of public art and community engagement in both the public and private sectors. This member of our highly independent team will be responsible for leading, managing, and coordinating client-facing projects with a focus on community engagement and artist selection processes.

### **PROJECT MANAGER**

**Status:** Full-time (40 hrs/wk),

**Compensation:** $45 – 47,000 DOQ; 100% health, 100% dental + PTO

Location: this is a remote position and can be based anywhere in the United States

**Supervisor:** Director of Programming

### **WHO WE ARE**

[Forecast](https://forecastpublicart.org/) activates, inspires, and advocates for public art that advances justice, health, and human dignity. We envision a future where all people feel a sense of belonging, realize their potential and live healthy lives by embracing culture and creativity as drivers of equitable change.

Public art plays a crucial role in shaping culturally vibrant and sustainable communities. Public art offers opportunities for community collaboration, for ideas to shape our environment and to influence change. It is our value at Forecast Public Art that our staff, board members, grantees, applicants and panelists reflect the racial, cultural, gender, artistic, range of physical ability, and geographic diversity of our country, and the stories and perspectives of the artists and communities we serve through public art. Those from BIPOC and indigenous communities, and groups that are traditionally excluded, are strongly encouraged to apply.

### **WHO YOU ARE**

You are interested in and connected to [our mission and values](https://forecastpublicart.org/about/). You are outgoing and known for connecting with people from all different backgrounds. You are skilled at managing multiple projects at a time, meeting client needs and expectations, and working collaboratively with a team. You are a punctual, responsive, and effective, clear communicator who enjoys and is good at listening to and understanding a client’s needs as well as sharing ideas on how you can facilitate their needs through the services you offer. You value relationships and are personable and friendly. You enjoy and find value in facilitating the work and ideas of others – you love seeing other people’s ideas come to fruition. You have strong skills in project management, meeting and group facilitation, connecting with artists, developing and facilitating community engagement strategies, and are familiar with the field of discussion in public art.

### **WHAT YOU’LL BE DOING**

As Project Manager, you will work closely with the Director of Programming and the Senior Project Manager on a daily basis to create budgets and proposals for clients, develop timelines for long-term projects, and coordinate and facilitate community engagement projects and artist selection projects. You will oversee subcontractors and others artists working on these projects.

We have several program areas at Forecast that work in tandem to create our nation-wide impact. While a majority of your work will be client-facing as part of our consulting services, you will engage with the other parts of the organization as well. For example – you may lead a project for a client, write an article about it to include in an upcoming issue of our digital publication, *Forward,* utilize what you’ve learned through the project to develop a module for one of our workshops, share that with our Change Lab Research Fellows to supplement their work, present the project at a conference, share resources with our grantees, or write a grant application to support further development of what has come out of the project.

Our clients are educational institutions, government agencies, businesses, nonprofits, and other public and private groups seeking technical assistance and consultation for public art projects. Typical projects include public art plans for municipalities, arts-based engagement as part of public art planning or as a part of larger construction projects, developing and facilitating workshops, and facilitating artist calls, selection processes, and curation.

We are highly independent and do not work in an office; you will be working remotely. We spend a lot of time in zoom calls, on phone calls, and doing work on computers. We practice agility and support one another with resources and information. We foster a high performing, independent culture, where employees are accountable for their actions and have the independence to make decisions regarding their work. We maintain a hierarchy within the organization and regularly collaborate across departments.

### **HOW YOU’LL SPEND YOUR TIME**

**Client Services (~80%)**

* Contacting leads [sometimes making cold calls], developing responses and submitting our applications to national RFP’s in search of services we provide, holding initial meetings with prospective clients, discussing Forecast’s services, developing a budget and scope of work based on client needs, generating contracts and agreements. The Project Manager will be responsible for bringing in a certain revenue amount each year, determined on an annual basis in collaboration with the Director of Programming.
* Managing new and existing projects, making decisions across projects and programs to ensure alignment with Forecast’s goals. Pulling together collaborators to fulfill a scope, driving project timelines, tracking and managing project budgets, managing subcontractors, interns, and contracted personnel within projects, maintaining excellent client relations and client retention.
* Participating in the development of community engagement, artist commissioning and curation, public art planning, mapping, community and environmental scanning, public art programming, and artist residencies.
* Other duties as assigned.

**Internal Communications [~15%]**

* Reporting weekly at staff meetings on existing project activities, invoicing, and prospect development.
* Contributing to discussion and possible content of *Making Change,* Forecast’s quarterly consulting newsletter.
* Provide support to Change Lab initiatives and fellows.
* Work with marketing and administrative staff to update blogs, social media and website, develop content for newsletters, editorial team and development/communications.
* Grant development, writing, and reporting.
* Other duties as assigned.

**External Communications (~5%)**

* Coordinate and organize events including speaking engagements, space, content, and other logistics.
* Participate in fundraising strategies and events
* Other duties as assigned.

### **WHAT WE REQUIRE IN OUR CANDIDATES**

* BA degree and minimum of two years of experience as a consultant in the public art field or a related field [planning, landscape architecture, architecture, design, development, studio art], including experience with project management, planning and facilitating community engagement, working with artists, presenting at conferences or city council meetings, and commissioning art. Commensurate experience may substitute for education.
* Knowledgeable about the public art field.
* Skilled at client work, managing sub-contractors and support staff.
* Ability to complete projects in a timely and efficient manner while delivering high-quality, consistent results for clients.
* Strong communication and problem solving skills, including excellent verbal and written communication, grammar, editing, and customer service skills.
* Strong background in project administration and management, client facing work, proposal and report writing, and budget oversight.
* Manage decision making and prioritization across projects and ability to adapt to changing situations and revise strategies as needed.
* Commitment to Forecast’s mission and strong ethical conduct.
* Ability to synthesize visual information and create digital information.
* Experience determining stakeholders, leading teams and team building.
* Ability to advocate for artists and clients and work with diverse constituencies.
* Experience facilitating meetings, note taking and synthesizing information to incorporate in plans or provide feedback to artists and clients.
* Experience with MS Suite, Excel, Word, PowerPoint, Google Drive.
* Excellent and confident communication — written, in person, on the phone, and via web conferencing. Fluency in languages outside English is a plus.
* Savvy on the computer — including Microsoft Office, Google Drive, and PowerPoint. Familiarity with Adobe Suite, Quickbooks, Sales Force and TimeSheets is a plus.
* Comfortable with contract documents — ability to learn, read and interpret complex documents and explain in layman’s terms.
* Highly self-motivated, achievement-oriented, with the ability to work individually and in teams.
* Detail oriented, able to prioritize workload and self-manage.
* Punctual, responsive, quick-learning self-starter who works well in a fast-paced environment and is customer service oriented.

### **HOW TO APPLY**

Submit a letter of interest and resume by **March 27, 2022 at 11:59pm CDT** to: <https://forecastpublicart.submittable.com>

* First round of interviews will take place March 31 + April 1
* Second round of interviews will take place April 6 + 7
* Candidates notified by April 11
* Expected start date is May 16, 2022