

ARTS COUNCIL OF LAKE OSWEGO

380 A Avenue, Suite A
PO Box 369
Lake Oswego, OR 97034
503.675-3738
www.artscouncillo.org



Arts Council of Lake Oswego Public Art Manager

The Arts Council of Lake Oswego (ACLO) is seeking a Public Art Manager to join their small team of passionate professionals. The Arts Council of Lake Oswego works to ensure the arts are an integral part of life in our community. ACLO facilitates the placement and preservation of public art in Lake Oswego, provides access to art exhibits for residents and visitors, and advances lifelong learning about the arts through educational programs and docent tours.

Primary Purpose:

The Public Art Manager is responsible for planning, organizing, and directing activities of the ACLO's public art programs and related services. Guided by the Council's Public Art Master Plan (PAMP), ACLO's contract with the City of Lake Oswego, and the City of Lake Oswego Public Art Guidelines, the PAM is responsible for maintaining, developing, and enhancing the presence of public art in Lake Oswego.

The Public Art Manager is expected to be a relationship builder who maintains a professional, courteous, and collaborative profile with City staff and ACLO staff and Board, and artists, and cultivates volunteers to support all programs.

Qualifications and Skills

Required Qualifications:

- BA or BFA degree in art, art history, design, business, museum studies, planning, public administration or a related field; and 1+ years of experience with public art programs.
- 1+ years of curatorial and/or public programming experience and proven knowledge of professional art practices.
- Experience in handling, moving and packing art objects and knowledge of best practices.
- 1+ year of project management experience demonstrating ability to prioritize a demanding workload, meet deadlines, and work flexibly under pressure.
- Administrative and research experience; must be well-organized and detail oriented with strong follow-up skills.
- Candidate must be self-motivated, detail oriented, and able to work independently.
- Excellent verbal and written communication skills and having reliable transportation are required.
- Familiar with Microsoft Office Suite (Excel required), GSuite, and Adobe suite.
- Ability to work collaboratively with diverse groups from the community-at-large (local, national, and international).
- Performs other related duties as assigned.

Essential Responsibilities

Coordinates Public Art Programs

- Gallery Without Walls: permanent and yearly rotating collection of sculpture.
- Works with city staff and contractors on sculpture installations/deinstallations.
- Administers 1 ½% for Art projects initiated by the City.
- People's Choice Award: City-wide program to determine yearly sculpture purchase for City collection.
- Public Art Committee: oversees all projects related to management of Lake Oswego's permanent indoor and outdoor collection.

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- Oversees Public Art Master Plan projects undertaken with City of Lake Oswego.
- Administers application processing, including documenting information, data collection, and preparation of materials for selection panel reviews.
- Coordinates the process for selection of artists for community arts engagement and capital projects, including writing and distribution of RFQ/RFPs.
- Coordinates and facilitates artist selection panels for projects. Creates selection panels, conducts selection meetings, and works with commissions and city to get any needed approvals.
- Coordinates and facilitates stakeholder meetings and presentations.
- Works with Executive Director to develop and administer project contracts.
- Works with Executive Director to develop and administer contracts for the maintenance and restoration of artworks in the municipal public art collection.
- Works with the Public Art Committee chair(s) and City liaison to prepare monthly meeting agendas, minutes and reports as needed.
- Serves as liaison to the community for arts engagement activities.
- Meets with and coordinates with other city departments for collaborative initiatives and for public art development.
- Oversees on-site art fabrication and executes routine fabricator visits.
- Oversees on-site art installations and executes routine site visits.
- Performs database and collections management for the public art collection, including upkeep of project files, maintenance records and photo documentation and inventory of the art collection.
- Is service oriented: responds to inquiries from the public, city staff, artists, and partners in a respectful and timely manner.

Management

- Oversees existing Public Art and related programs and services and LO permanent art collection.
- Develops volunteer committees related to these programs.
- Creates and observes timelines for all programs.
- Oversees program budgets, as outlined by ACLO's annual budget.
- Develops timelines and resources needed for assigned projects.
- Communicates regularly with ACLO Staff & Board regarding upcoming public art events/projects.

Government & Community Relations

- Builds and maintains collaborative, constructive, and supportive relationships with city staff, volunteers, and artists.
- Works with city staff, neighborhood associations, and civic organizations on public art projects.
- Manages ACLO compliance with Lake Oswego Public Art Guidelines and related contracted programs and services.
- Administers Public Art committee compliance with City's open meeting laws.

Volunteer Relations

- Develops and maintains these volunteer committees:
 - Public Art Committee
 - Gallery Without Walls selection committee
 - People's Choice

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- Public Art Master Plan
- Ad Hoc committees
- Keeps volunteers apprised of their committee's roles and responsibilities.
- With the help of various program committee chairs, schedules meetings and distributes all agendas and minutes.

Diversity Statement:

ACLO recognizes that diverse workplaces offer the richest opportunities and is committed to a policy of diversity, equity, and inclusion in our employment and business practices. ACLO welcomes applications from candidates that expand our diversity.

Compensation and Benefits:

This is a 0.8 FTE (32hrs/week) time, exempt position with a starting salary range of \$36,000 to \$38,000 depending on experience. We also offer a generous benefits package including medical, dental, and vision coverage and paid PTO (vacation, sick leave, and holidays).

Physical Requirements/Working Conditions:

- Office setting with occasional outdoor work with public art collection, installations, deinstallations, inspections of objects and facilities.
- Physical ability to lift, carry, and transfer items weighing up to 50 pounds.
- This position may require occasional attendance at evening and/or weekend events/meetings including presentations to ACLO Board, city boards/departments, community meetings and events, and other groups as necessary.

Time Commitment: This is a 0.8 FTE salaried hybrid position (32 hrs/week). We expect the employee to be in the office 2-3 days per week with the remainder of work taking place offsite and/or at home.

Covid protocol: ACLO requires its employees to be fully vaccinated and receive the booster (when eligible) for COVID-19 prior to beginning work at ACLO. Proof of vaccination will be required.

Start Timeframe: By mid- to late-Oct, 2022

Reports to: Executive Director

To apply: To be considered for this position, please provide a letter of interest addressing how you meet the essential responsibilities of this position and a copy of your most recent resume with 3 professional references to: artscouncillo@gmail.com with the subject line: **Public Art Manager application** before 5pm on Sept 2, 2022. Initial interviews will be held the week of Sept 19, 2022.