

Arts Council of Lake Oswego (ACLO) Public Art and Program Manager April 2018

The Arts Council of Lake Oswego is seeking a Public Art and Program 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 and Program 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) and ACLO's contract with Lake Oswego, s/he is responsible for maintaining, developing and enhancing the presence of Public Art in Lake Oswego.

The Public Art & Program Manager oversees the curatorial activities, including exhibitions, public programming, and educational offerings of the Arts Council of Lake Oswego. S/he manages the exhibition schedule and all associated educational programming working with diverse groups of visitors ranging from small children to adults. S/he manages the docent tour program and all interpretation of the City of Lake Oswego's permanent and on-loan collection.

The Public Art and Program Manager is expected to be a relationship builder who maintains a professional profile with the City and ACLO staff, 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), Access, Keynote; familiarity with InDesign, Photoshop preferred.
- Ability to work collaboratively with diverse groups from the community-at-large (local, national, and international).

Abbreviations used:

ACLO: Arts Council of Lake Oswego; PAMP: Public Art Master Plan; ED Executive Director

Essential Responsibilities

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.
- Creates and maintains annual calendar for all programming.
- Creates and oversees program related contracts.
- Communicates regularly with ACLO Board regarding upcoming public art events/projects.

Government & Community Relations:

- Builds and maintains constructive and supportive relationships with city staff, volunteers, and artists.
- Works with city staff, neighborhood associations, and civic organizations to increase Public Art Master Plan's visibility.
- Works with city staff and contractors on sculpture installations/deinstallations.
- Oversees Public Art Master Plan projects undertaken with City of Lake Oswego.
- 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.
- Administers ACLO role in % for art program.

Coordinates Public Art Programs:

- Gallery Without Walls: permanent and rotating collection of sculpture.
- Unveil Your Art: a public celebration of new sculptures.
- 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 collection.
- Implement Public Art Master Plan.

Curatorial Programs & Exhibitions:

- Curates and/or administers exhibitions in conjunction with the Executive Director. Exhibitions may be original, borrowed from outside institutions or in collaboration with external curators/artists.
- Organizes production schedule with internal staff and outside contractors for exhibition design and publications.

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- Organizes and leads exhibition de/installation schedule with artists, curators, preparators, for exhibition changeovers.
- Writes, edits and/or contracts writers/editors for labels, essays, and publications.
- Supports the Arts Council with original research, writing and presentations.

Public Programs and Education:

- Develops and implements all programs and educational offerings for the Arts Council of Lake Oswego.
- Supports ACLO's exhibitions through educational outreach and community programs.
- Works with the wide range of visitors of all age groups and backgrounds.
- Promotes programs to expand public awareness throughout community.
- Leads and implements docent program for City's outdoor and indoor permanent and on-loan art collection.
- Trains docents in best practices for engaging and age-appropriate tours and programs.

Volunteer Relations:

- Develops and maintains these volunteer committees:
 - Unveil Your Art
 - Public Art Committee
 - Gallery Without Walls selection committee
 - People's Choice
 - Docents (finds, educates and certifies)
 - Public Art Master Plan (as needed)
 - 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 equality in our employment practices. ACLO welcomes applications from candidates that expand our diversity.

Salary: The salary range is the mid- to high-\$30's and is commensurate with experience.

Time Commitment: This is a 1.0 FTE salaried position. Some meetings, special events and gallery openings may require after-hours.

Start Timeframe: We seek to have someone in place by early June 2018.

Reports to: Executive Director

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Application Guidelines/Contact:

To apply: Send a letter of interest and resume or CV with 3 professional references to: artscouncillo@gmail.com with the subject line: Public Art & Program Manager application before 5pm on Monday, May 14th. Applications will be evaluated as they are received and interviews will be held on a rolling basis.

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