

**Open to the Public
As of May 22, 2017**

Public Arts Manager

Primary Function

Develops and implement a public art program for the City of Lancaster; serves as a resource and advocate for public art projects in the Lancaster community.

Education, Training and Experience

- BA, BFA, MA or MFA in arts administration, art, art history, landscape architecture, architecture, or related field is required.
- At least two (2) years of public art experience is required which will have included responsibility for grant writing, project planning, budget management and knowledge of public art rules, regulations and best practices.
- Experience working with public art commissions and/or non-profit boards, artist selection processes, public construction projects, design professionals, contractors and individual artists is strongly preferred.

Licenses and Certificates

- Possession of a valid Pennsylvania State Driver's License is required.

Comments

- Lifts up to 25 lbs.
- Some understanding of construction management practices including architectural plans, specifications and construction documents is strongly preferred.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

**Salary: \$ 45,804.67- \$54,987.60
dependent upon qualifications**

Full-Time; Excellent City benefit package

The City Job Application and full job description are available at
<http://www.cityoflanasterpa.com/government/city-job-listings>

The City of Lancaster is an Equal Opportunity Employer

City of Lancaster Job Description



Job Title: **Manager, Public Art**
Department: **Public Works**
Job Grade: **1012 – Non-Bargaining**
Reports To: **Director, Public Works**

Job Code: **2272**
FLSA: **Exempt**
Effective Date: **1/2008**
Revision Dates: **9/2010; 11/2015; 5/2017**

Primary Function

Develops and implement a public art program for the City of Lancaster; serves as a resource and advocate for public art projects in the Lancaster community.

Principle Duties & Responsibilities

- Follows safe practices in the performance of duties.
- Develops, implements and manages a public art program for the City, including but not limited to setting program goals, developing administrative policies and setting and meeting annual objectives.
- Facilitates the creation of long-range plans, goals, and the overall development of public art throughout the City.
- Develops and implements processes for design review and artist selection appropriate for City art projects.
- Oversees design and production of invitations, brochures, oral, written, and e-based presentations, power points, and web-based materials as needed to promote and support public art projects.
- Seeks out and identifies various funding sources for public art; completes fund applications; follows up on potential new funding sources; manages contracts and acquires funding.
- Maintains records of all public art project documentation.
- Researches and writes grant proposals to support public art projects when appropriate.
- Develops and implements systems for the collection, maintenance, conservation and evaluation of works of art.
- Represents the City in multiple forums on the issue of public art; serves as local consultant on public art projects and programs.
- Prepares materials (including agendas, assessment and review tools, and reports) for meetings and panels.
- Acts as liaison between artists, architects, contractors, developers, city departments and community groups in the selection of artists and commissioning of public art projects.
- Works closely with City staff to develop opportunities for public art within the City and community projects.
- Creates and updates public art information for the city's website.
- Increases awareness about public art by working with community individuals and groups to assess needs and disseminate information; serving on community public art committees; by representing the City and community on public art projects; by conducting community presentations; and by providing reports and testimony to various commissions and boards.
- Fields inquiries about the program or particular public art projects.
- Drafts and reviews pertinent legislation, regulations and programs and assesses the impact of such regulations on the City's public art program.
- Provides assistance to community organizations, private developers and private citizens who are developing public art programs.
- Manages ongoing exhibition programming at City Hall Gallery and Public Art Display cases at Lancaster Train Station.
- Works closely with the Public Art Advisory Board (PAAB) at monthly PAAB meetings and on project committees.

Position Qualifications

Knowledge, Skills and Abilities

- Knowledge of safe practices in public works area.
- Professional level knowledge of contemporary art theory and history, artistic media, and arts program administration.
- Thorough knowledge of public art field is required.
- Knowledge of public art grants opportunities, and hands-on experience researching and writing grants.
- Some experience handling sensitive issues, and making independent judgments.
- Experience working with schematics and designs.
- Superior multi-tasking capabilities required to handle multiple projects in a time-sensitive manner.
- Ability to foster creativity and problem-solving, and remain flexible in a rapidly changing environment.
- Some experience in public speaking is required.

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- Proven ability to manage several team-based projects simultaneously, at times in a high-stress, high-pressure environment, is required.
- Proven proficiency in the use of office software such as Microsoft, Excel, PowerPoint, email and the Internet.
- Proven ability to work as part of a team and to establish and maintain effective working relationships with supervisors, associates, outside agencies and the general public is required.
- Proven ability to read, write, speak and comprehend English is required.
- Excellent communication skills, both verbally and in writing, are required.
- Proven ability to commit to excellence in service and to continuous improvement is required
- Proven ability to work as part of a team and to collaborate successfully with others is required.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs is required.

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Licenses and Certificates

- Possession of a valid Pennsylvania State Driver's License is required.

Environmental Conditions

- Indoors, Environmentally Controlled.
- Outdoor, exposed to inclement weather and extreme temperature.
- Exposure to noise, pollution.

Safety Equipment Used or Needed

- None

Comments

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