

Draft for Job description

Public Art Coordinator/Site Manager

Employment Type Contracted part-time, 9-10 months 25-30 hours per week

City of Newport Beach

The City of Newport Beach is offering an exciting project opportunity as a Public Art Coordinator/Site Manager for the new sculpture exhibition. The Newport Beach Outdoor Peter Walker Sculpture Park is located in the new 16 acre Civic Center in the heart of Newport Beach. The park has been designed to exhibit eighteen pieces of sculpture for a period of two years with installation planned for April 2014 and de-installation planned for April of 2016.

THE POSITION DESCRIPTION

Under general direction, the Public Art Program Coordinator/Site Manager assists in the coordination and implementation of the Public Art Sculpture Program for the City of Newport Beach, California. This classification reports to the staff and provides direct support in administering and managing all aspects of the public art sculpture program. .

NEW POSITION

The new position is designated as a part-time, contracted "Project" position with expected project duration of between 9-10 months.

IDEAL CANDIDATE

In addition to meeting the minimum qualifications stated below, the ideal candidate for this position will be an experienced project/program coordinator who is knowledgeable about contemporary art, familiar with the theory, principles, practices and procedures of art programs, and passionate about improving the quality of life in their community by promoting diverse artistic and cultural innovation that inspires and thrills. It is essential for the candidate to know our city well and to be easily accessible and readily available during the project.

The ideal candidate for this position will have also demonstrated a track record of success in the following areas:

- Knowledge of art and related issues
- Ability to develop, implement and manage art projects at various stages of development;
- Capability to work well independently and with team members
- Ability to establish exceptional organizational skills, multi-task, prioritize work and meet critical deadlines; and the
- Ability to communicate clearly and effectively at all levels within and outside the City
- Vision artist communicate

MINIMUM QUALIFICATIONS

These are minimum professional requirements for the position of Public Art Program Coordinator:

Education: Possession of a Bachelor's degree from an accredited college or university with major course work in any of the following: Arts, Fine Arts, Art History, and Arts Administration.

AND

Experience: The equivalent of three years professional experience in public arts programs, including experience working with the regional artists' community. (Additional experience may be substituted for the education on a year-for-year basis.)

KNOWLEDGE AND SKILLS

The most suitably qualified candidates will possess the following competencies:

Knowledge of:

- Contemporary art and in particular, knowledge and familiarity of the theory, principles, practices and procedures of public art programs.
- Practices and techniques of administrative analysis and report preparation.
- Budgetary and financial record keeping techniques and preparation.
- Laws, codes and regulations governing public agency financial operations.
- Computer applications related to the work, including Word, Excel, and Photoshop.
- Basic personnel, procurement and contract administration practices.

Ability to:

- Develop and implement a public art program, involving the design and integration of artwork into the construction of a public site.
- Prepare, monitor and administer program budgets and contracts.
- Manage art projects at various stages of development.
- Manage all phases of the design, fabrication and installation of the artwork.
- Work well independently and with team members.
- Possess exceptional organizational skills, multi-task, prioritize work and meet critical deadlines.
- Communicate clearly and effectively orally and in writing to the Arts Commission and the City Council.
- Exercise sound independent judgment within established policies and guidelines.
- Be highly organized and manage time effectively.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Communicate effectively at all levels within and outside the city