



## PUBLIC ART PROFESSIONAL JOB DESCRIPTION

JOB TITLE: Public Art Professional	CLASSIFICATION: Professional	IMMEDIATE SUPERVISOR: P&Z Director
PAY GRADE: 131	DEPT: 1200 Administration	STATUS: <u>FT</u> <u>PT</u> <u>EXEMPT</u> <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

**JOB SUMMARY:** Perform management level, professional work to organize, coordinate, and manage the Village's public art program. The position serves as a liaison to the Art Advisory Board and Village Council, while working directly with the P&Z Director and the applicants to ensure the Art in Public Places Ordinance is being administered and adhered to correctly.

**SUPERVISION EXERCISED:** None. Limited supervision of third party vendors on projects or installations of public art.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Implement and administer the Village's Art in Public Places Ordinance throughout the Village working with applicants and with Village staff from all departments.
- Manage the Village's public art program by developing relationships with staff, artists, design professionals, neighborhood groups and other organizations that would be useful in the development and implementation of the program for both short and long term development.
- Identifies the scope of services to be provided by the artist and monitors the performance milestones and payments made to the artist.
- Coordinates alternative funding sources such as grant writing and fund raising events by identifying, recommending, and preparing grant applications and or pursuing donated finances to support the public arts program. Finances are to be used to purchase, maintain, insure and pay for any ongoing costs such as licensing or other misc. costs associated with the implementation of any project.
- Maintains all related financial reports, and accurate operational and budgetary files and records on program related costs to utilize in the preparation and assistance of the budget for the arts program. Assists in identifying the best use of budgeted funds for art in public places, working with architects, contractors, and choosing a process for the selection of the artist and art, installation of art, and caring for the art over time.
- Train staff and create a procedure manual for the care and maintenance of the art selected and purchased. Individualize the manual as needed for each project that involves art or artwork requiring any ongoing maintenance, insurance, special care, etc.
- Collaboratively resolves procedural, operational, and other work related challenges such as project scheduling, resource acquisition and allocation, and personnel.
- Prepares designing and construction schedules as needed, and other written materials to coordinate public art projects and the overall public art program.

- Designs and produces informational materials and application documents for distribution to individual artists/organizations/art community to provide them with information on the selection process and to invite artwork proposals.
- Assists in cataloguing and tracking artwork, and giving information to appropriate staff to update Village website and keep information current. Actively photographs and documents using photo and video art progression and implementation for archives.
- Augment the current Village recreation programs with artist booths, and suggest ideas for new outdoor Art Festival events, revenue generation, and branding of the Village.
- Assist with interior artwork of Village buildings including selection of art, scale, location and installation.
- Attends and arranges for dedication ceremonies, artwork insurances and transference of title of completed projects, and coordinated related tours, speakers and publicity of the event.
- Provides periodic updates, presentations and or reports for Village Council or other varied groups.
- Work hours may include evening meetings, and weekend events.

#### **OTHER DUTIES:**

- Performs other related duties as required.

#### **DESIRED MINIMUM QUALIFICATIONS:**

##### Education and Experience:

- Bachelor's Degree from an accredited college or university in Art Administration, Visual Arts, Public Art, Business Administration or closely related field with at least three (3) years of experience involving art management.
- Masters Degree Preferred
- Any related combination of training and experience.
- Experience working within municipal government.

##### Knowledge, Skills and Abilities:

- Thorough knowledge of the principles, practices and standards relevant to public sector art programs. Comprehensive knowledge of contemporary visual art, history of public art projects and programs, including current critical theory.
- Ability to exercise sound judgment and appropriately refer issues to the P&Z Director.
- Skills in understanding and communicating aesthetic standards to non-artists to implement a quality art program, exhibition or art project.
- Ability of effectively communicate orally and in writing to a variety of individuals and groups, including Village Council or other appointed boards and commissions.
- Ability to prepare clear, accurate and well organized written and or graphic material to make presentations and reports.

- Ability to establish and maintain effective working relationships with other employees, a variety of populations, and the general public. Ability to resolve issues in a timely and professional manner.
- Ability to respond to common inquiries and complaints from citizens, businesses, and civic groups.
- Ability to define problems, obtain information, interpret instructions, and make recommendations.
- Ability to utilize various digital/social media platforms to engage, inform, and communicate with users. Proficient in desktop publishing applications such as Adobe Creative Suite, or other image and digital art software.

#### **SPECIAL REQUIREMENTS:**

- Valid Florida State driver's license, or ability to obtain one; No more than two moving violations within the last 12 month period; No more than six violation points within the last 24 month period.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, taste, smell, use hands to handle, feel or operate objects or tools, and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 20 pounds, and occasionally move or lift up to 50 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate neck frequently, extend arms overhead frequently, and turn completely around from fixed stance.

#### **TOOLS & EQUIPMENT USED:**

Computer, software programs and equipment to create marketing, announcements or news releases and other promotional materials, phone, calculator, and commonly used office equipment. Software for budgeting, excel, outlook and other general commonly used software. Camera equipment used to document and catalogue art and document work.

#### **ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions, and may be exposed to wet and/or humid conditions, toxic or caustic chemicals, odors or fumes, dust, pollen, rain, traffic hazards, bright/dim light and temperature extremes. The noise level in the work environment is generally quite while in the office, and moderately noisy to loud when in the field.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience; oral interview, criminal, DMV, background, credit and reference check; job related tests may be required. The Village is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

**HISTORY:**

Created: 8-19-21

Updated: 10-01-22