



**PUBLIC ARTS PROFESSIONAL
JOB DESCRIPTION**

JOB TITLE: Public Arts Professional	CLASSIFICATION: Professional	IMMEDIATE SUPERVISOR: Village Manager
PAY GRADE: 123	DEPT: 1200 Administration	STATUS: FT <u>PT</u> EXEMPT <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: To implement and administer the Villages’ Art in Public Places Ordinance for private property and up to four public projects, Village Hall, Cultural Center, Recreation Center and a fourth unidentified public art project. Draft a Royal Palm Beach Art in Public Places Master Plan for presentation, consideration and adoption by Village Council.

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Implement and administer the Villages’ Art in Public Places Ordinance for private property and up to four public projects, Village Hall, Cultural Center, Recreation Center and a fourth unidentified public art project.
- Draft a Royal Palm Beach Art in Public Places Master Plan for presentation, consideration and adoption by Village Council.
- Royal Palm Beach Public Art Master Plan may include:
 - Identifies, recommends, prepares and implements a Village wide art in public places program, including research, marketing, education, grant and procurement.
 - Identifies 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.
 - Create and implement a program for installing visual art by local artists in the Village Cultural Center or other public buildings. Address sales of the art, art handling, insurance and overall program management.
 - Assists in cataloguing and tracking artwork.
 - 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 special events.
 - Provides periodic updates, presentations and or reports for Village Council or other varied groups.

OTHER DUTIES:

- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:Education and Experience:

- Associates Degree in Visual Arts, Public Art, Business Administration, or a closely related field supplemented by two (2) years of experience involving art management.
- Any related combination of training and experience.
- Preferred: Bachelor in Art Administration or closely related field.
- Experience working within municipal government.

Knowledge, Skills and Abilities:

- Thorough knowledge of the principles, practices and standards relevant to public sector art programs.
- Ability to exercise sound judgment and appropriately refer issues to the Village Manager.
- 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.
- 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 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, phone, calculator, and commonly used office equipment.

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