

ART IN PUBLIC PLACES COORDINATOR

SUMMARY: Under general supervision, performs duties related to the organization and operation of Art in Public Places within the City of West Palm Beach. This position is responsible for planning, organizing and directing public art projects and programs as well as providing lead staff support for the Art in Public Places Committee (Committee). The work includes considerable interaction with the public, the Committee, artists, art organizations and local, State and federal arts organizations/agencies as well as with other City departments to integrate art works into public and private development in the City from scope development to completion. This position exercises a high degree of independent judgment and initiative in the planning, development and implementation of the Art in Public Places program and is expected to independently develop and administer the program and projects as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are **not** in any hierarchical order)*

1. Coordinates and manages activities relating to a variety of art programs and projects.
2. Acts as lead staff person to the Art in Public Places Committee which is responsible for advising the City on public art policy, selecting public art commissions, approving public and private art projects, reviewing content and determining placement for all donated and acquired works of art. Develops agendas, records minutes, and prepares timely reports for City staff, City Commission and the public.
3. Plans, develops, directs, evaluates and implements the AIPP Master Plan, initiatives and all aspects of public art projects to include art project planning, developing, scheduling, installation, tracking, coordinating artwork selection process, administering multiple project budgets, contracts and programs for artist and artwork which includes approval of concept design, proposal selection, installation of completed projects, identifying the scope of services to be provided by the artist and monitoring performance milestones and payments to artist.
4. In the case of public art on private development, works closely with the Development Services Department and reviews applications to insure that are properly completed. Oversees private art approval including AIPP process and review, location selection, artist selection, appraisal and maintenance.
5. Conducts and facilitates arts related public meetings and conferences with City staff. Attends all related pre-construction meetings and tracks projects through the applicable approval levels to final completion, including Planning Board, Downtown Action Committee (DAC), Zoning Board of Appeals (ZBA) and other quasi-judicial meetings as required.
6. Prepares designing and construction schedules, contracts and other written materials to coordinate public art projects and the AIPP program. Inspects projects from pre-construction to final construction.
7. Develops "call to artists" and manages the City's art procurement process. Coordinates the artist selection process/ Designs and produces informational materials and application documents for distribution to individual artists and the art community to provide them with information on the selection process and to invite artwork proposals. Negotiates and administers agreements.
8. Coordinates art programs, as approved by the AIPP Committee, independently and as part of City Community Events to raise awareness of AIPP and public art in the City.
9. Arranges for dedication ceremonies, artwork insurances and transference of title of completed projects and coordinates related tours, speakers and publicity.
10. Develops and monitors the AIPP budget including project and program evaluations and status reports. Makes recommendations for the AIPP program budget.
11. Coordinates alternative funding sources. Plans, develops and submits grant projects; submits all related financial reports; oversees and maintains accurate operational and budgetary files.
12. Manages and documents the City's art inventory including assessing the condition of artwork and arranging for maintenance and repair.
13. Administers the City's AIPP website.

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14. Coordinates and administers workshops and public educational seminars regarding the AIPP program.
15. Acts as the City's liaison to the public, art community, municipalities and not for profit organizations. Initiates and maintains community contacts with local, State and federal arts organizations, agencies; attends conferences and public and professional meetings.
16. Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: (Based on area of assignment)

- Considerable knowledge of arts management principles, practices and techniques.
- Considerable knowledge of worldwide public art programs, polices and theory.
- Considerable knowledge of art mediums, processes and fabrication methodologies.
- Considerable knowledge of art education programs, visual and design art programs.
- Considerable knowledge of contract and grant administration.
- Considerable knowledge of the functions and operations of a local arts agency including not for profit organizations.
- Considerable knowledge of contract and grant administration.
- Considerable knowledge of artist services and technical training.
- Considerable knowledge of standard practices in local government, budgeting and accounting.
- Knowledge of the principles of management, organization and administration.
- Ability to develop and coordinate various art projects and programs.
- Ability to apply art management knowledge to a variety of projects and programs.
- Ability to utilize various computer programs in the administration and management of art programs and projects.
- Ability to interact with a variety of boards, committees, panels , artists and community based organizations.
- Ability to analyze administrative problems and make recommendations for their solutions.
- Ability to communicate effectively both orally ad in writing.
- Ability to organize work and meet deadlines.
- Ability to establish and maintain effective working relationships across sectional and/or departmental lines as well as with other organizations outside the City.
- Ability to exercise judgment and discretion in establishing, applying and interpreting policies and procedures.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves detailed concentration for long periods of time in a modified office environment and in an outdoor environment. There may be occasional need for light to heavy lifting (up to 25 pounds). This position may also require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely and have an acceptable driving record. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in visual arts, Public or Business Administration or related field; five years progressively responsible experience in arts management; or any equivalent combination of relevant training and experience.

A valid State of Florida driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of employment.