



Appointment Type:
Working Time:
Reference Code: NB18446i
Opening Date: 08/18/2009
Closing Date: 09/08/2009



Arts Project Manager - Washington Management Service **\$36,000 - \$41,000 per year DOQ (part-time 75%)**

Agency Information

APPLICATION PROCESS:

Do not apply for this position in E-Recruiting. Please submit the required application materials directly to the Arts Commission per the instructions under "Other Information" on this job posting.

POSITION:

The Washington State Arts Commission is seeking an experienced visual arts administrator to manage public art projects. This position is based in Olympia and requires statewide travel. Our office is located on Capitol Way in downtown Olympia and is within walking distance to unique shops and restaurants, city parks, Farmers Market, Capitol Lake, Olympia waterfront, and bus stops.

AGENCY PROFILE:

The arts are essential to the quality of life for all of Washington's citizens. The Washington State Arts Commission, a small state agency, is dedicated to the support, promotion, growth, development, and preservation of the arts within the state. The Commission strives to foster artistic merit and ensure accessibility to the arts for all citizens of the state.

Duties

This position is responsible for managing public art projects within one of the nation's largest and most diverse public art programs, working statewide with the state's public schools, colleges and universities, and state agencies and their subdivisions. This position facilitates meetings with diverse groups for the acquisition of artwork and works with the state's roster of 200+ public artists.

This position manages public art projects; provides technical assistance; and negotiates and manages public art contracts. The position will work closely with agency public art staff to determine new commission projects with partners, to develop and conduct new programming, and to implement the agency's strategic plan.

The position is part of a four-person management team in the public art program. This position reports to the Art in Public Places Program Manager.

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Qualifications

DESIRABLE QUALIFICATIONS:

We are most interested in applicants who meet or exceed the following.

A Bachelor's degree in visual arts, art history, arts administration or related field, and two years of professional experience in public art administration or visual arts program management. Note: Additional experience in public art administration or visual arts program management may substitute year-for-year for the bachelor's degree.

Experience using MS Office.

The ideal candidate will have knowledge and experience in the visual arts or public art, project management, and facilitation as described below.

The ideal candidate will have broad knowledge of contemporary visual art and technical and working knowledge of standards of the public art field. He/she must be able to recognize technical issues regarding placement, durability of artwork and risk, and understand complex aesthetic issues in relation to local community standards.

The successful candidate must be able to manage all aspects of projects by overseeing art acquisition processes related to the State Art Collection including budget, meeting coordination and facilitation, proposal review, contract delivery, and fabrication and installation oversight. This position requires constant use of advanced management skills (e.g. negotiation, mediation, and conflict resolution), as well as a high level of public awareness and execution of critical judgment, as artwork selection decisions come under significant public scrutiny. He/she will work independently while still utilizing colleagues as a valuable resource.

The top candidate must be able to serve as the facilitator and educator for local decision-making art selection committees. He/she must communicate well with diverse audiences including artists, architects, agency and/or facilities directors, fiscal officers, administrators, faculty, staff, community members, etc. He/she will be experienced in working with the public, interpreting guidelines, providing resource information, and speaking publicly before community groups and officials. The individual will fully participate as a team member on program-wide initiatives and institution of best practices.

Special Notes

This position requires regular statewide travel for local selection committee meetings, partner agency meetings, project site visits and dedication events. Travel may account for significant variation in working hours and require early morning, evening and occasional overnights. Site visits can be either indoors or outdoors at state facilities, public schools, community colleges and universities statewide. Indoor office work is in an open cubicle environment in Olympia.

This three-quarter time position will average 30 hours per week. Flexibility in setting weekly schedules is necessary, as actual hours per week will vary and may exceed or fall below this average based on workload.

Our family-friendly benefits package includes eleven paid state holidays; vacation, sick, military, and civil leave; medical, dental, life, and long-term disability insurance; state retirement plan; optional participation in a deferred Compensation

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Program offering a variety of investment options; and extensive opportunities for career growth and personal development.

Other Information

APPLICATION PROCESS:

To apply for this position, please submit the following application materials by e-mail to LouM@arts.wa.gov, or by fax to 360-586-5361.

1. Letter of interest providing detailed information about how you meet the desirable qualifications
2. Current resume
3. Three professional references with current phone numbers

Application packets must be received in this office no later than 5:00 p.m., Tuesday, September 8, 2009. The information you provide about your relevant qualifications will be used to decide if you will be selected for an interview.

For specific information regarding this position, please contact one of the following:

Alice Taylor at 360-586-5352 or e-mail AliceT@arts.wa.gov

Mike Sweney at 360-586-2422 or e-mail MikeS@arts.wa.gov

The Washington State Arts Commission is an equal opportunity employer and encourages diversity in the workplace. Persons needing accommodation in the application process, or those needing this announcement in an alternative format, may contact the Washington State Arts Commission at 360-753-3860.