

JOB POSTING

3542 Public Art Program Curator II

San Francisco Arts Commission

Date Opened: September 15, 2010

Filing Deadline: Oct. 15, 2010

Salary: \$57,876 - \$70,356 with full benefits

Employment Type: Full-Time

Submit Resume and Cover letter to:

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San Francisco Arts Commission

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San Francisco, CA, 94102

INTRODUCTION

The San Francisco Arts Commission is the City agency that champions the arts in San Francisco. We believe that a creative cultural environment is essential to the City's well-being. Our programs integrate the arts into all aspects of City life. The Commission was established by charter in 1932 (Charter sections 5.103 and 16.106).

The Public Art Program was established in 1969, one of the first municipal percent-for art programs in the United States. San Francisco's Art Enrichment Ordinance mandates that 2% of the construction costs of city-owned buildings, parks, transportation projects, above-ground structures and substantial building renovations be allocated for the acquisition of artwork.

Position Description

The Public Art Project Manager (Curator II), under the supervision of the Public Art Program Director, provides all essential functions required to plan and implement both permanent and temporary assigned public projects. The Project Manager oversees approximately 15 to 20 public art project simultaneously at various stages of development, working with a wide-range of city departments, project architects, engineers, general contractors, and community representatives, in addition to artists and their subcontractors.

Essential Functions

1. Develops an arts plan and guidelines for each project, working with the supervisor of this position and project stakeholders.
2. Implements artist selection process for each project, including writing a Request for Qualifications, overseeing artist and community outreach, managing artist selection panels, and guiding artists in the development of appropriate proposals.
3. Develops and tracks contracts with artists, designers, and artwork installers.
4. Prepares and maintains project budgets, expenditure categories, schedules, and financial documents, including spreadsheets, expenditures, and invoices.

5. Reviews and interprets architectural drawings, and oversees the preparation of bid documents for General Contractors to ensure the successful and timely integration of artwork into the project facility.
6. Researches a variety of appropriate materials and fabrication methods for each project, coordinates the information with artists, and guides the artists to select the appropriate materials and methods for their projects.
7. Oversees and coordinates all aspects of project implementation, including development of final designs, fabrication, artist subcontractors, preparation of all project records and documents, appropriate transportation methods, selection and oversight of a project installation contractor, and identifies and insures that all project safety and ADA requirements are met.
8. Develops Project Education, Outreach and Promotion Plan, working with the public art outreach staff person.

Essential Knowledge, Abilities and Skills

Basic familiarity with:

1. Public art history, policies, guidelines and practices.
2. Contracting, procurement and budgeting processes.
3. Art fabrication and installation techniques, materials and processes.
4. Contemporary art

Ability to:

1. Communicate effectively in oral and written communication, including ability to organize and deliver public presentations with appropriate materials.
2. Organize and manage a large number of complex projects in a very active, complex and high-pressured work environment while maintaining cordial and professional relations with other staff, artists, project stakeholders, and members of the public.
3. Work independently and resourcefully while managing time effectively and maintaining ongoing communications with the supervisor of this position.

Minimum Qualifications

1. Bachelor's Degree required from an accredited four year college or university with course work in any of the following: Art, Fine Arts, Art History and Arts Administration. Course work in Public Policy or Business Administration is desirable.
2. Minimum of two years' verifiable experience managing public art projects with a variety of budgets from inception through project completion.
3. Familiarity with some or all of the following computer programs: Word, Excel, Filemaker, Power Point, Photoshop.