

Public Art Program - Project Manager

Job Overview:

The Newburgh Arts & Cultural Commission is seeking an energetic and visionary individual with a track record in public art project management and community engagement to manage the City's 2023-2024 Public Art program. If you're a creative professional with a passion for activating public spaces and people, please apply! For more information, visit newburghart.org.

Under direction, coordinates arts and cultural services, including planning, publicizing, implementing, evaluating, and reporting on various performing and visual arts projects.

Job Description:

Plans and coordinates the implementation of multiple public art projects in the City of Newburgh in conjunction with the NACC Public Art Subcommittee, City Staff, vendors and community members.

Develops and maintains public art project budget, expenditures and artist fee schedules and related project costs.

Develops and make recommendations and updates on policies and procedures affecting the temporary art review and selection process as well as maintenance and deaccession of artwork.

Prepares routine narrative and/or statistical reports relative to the 2023-2024 Public Art Program including information about chosen artists.

Plans, schedules and coordinates the activities of artist contractors and others on a project basis managing all related details and deadlines.

Implements the 2023-2024 goals, objectives and policies of the Public Arts Program into workable projects.

Designs and coordinates public art request for proposals, review/selection process, recruitment of volunteer review panel and recommendation to City Council.

Works with professional photographers to document completed projects;

Performs other duties as assigned.

Program Description:

Newburgh Public Art Works is the City's non-capital public art program. More information on the City's various arts and culture initiatives, including those dedicated to capital art (permanent physical installations) can be found at www.newburgharts.org.

The Project's goals are to enrich and expand the experience of public art for all City of

Newburgh residents by reaching historically underserved residents, while increasing economic opportunities for local artists and small arts organizations in the City. These goals are aligned with the City's vision for a more dynamic and equitable city of and for the arts. They are also aligned with several goals and strategies of the Newburgh Arts and Culture Study.

Principle Organizer:

This program is being organized and offered by the Newburgh Arts & Cultural Commission (NACC). NACC is committed to fostering a thriving and vibrant cultural life in Newburgh through the arts. As a volunteer-led extension of City Government, the Commission works to promote the City's artistic and cultural activities and creative industry for all residents and visitors. The Commission advises the City of Newburgh and its agencies on all matters of arts and culture, develops strategies and recommends priorities to the City, liaises between the City and the arts and cultural community, creates and sponsors public arts projects and cultural events, encourages cultural tourism and the economic impact of the arts, and works to strengthen arts education, accessibility, and participation for all persons.

Compensation: \$35 per hour, not to exceed \$8,400. This position primarily involves a 10-hour work week, with some weekend and evening hours required over a period of 8 months.

Qualifications, Skills, and Knowledge Requirements:

Bachelor's degree in Arts, Fine Arts or related field from an accredited college or university; eighteen month's experience in arts or related management. Understanding of public art best practices/industry standards, including experience with project management and related technology. Equivalent combinations of education and experience may be considered.

Desirable: Preference may be given to those with experience with one or more of the following:

- Experience with bid processes, RFPs, and working with city government;
- Developing and managing public art or design enhancement projects;
- Planning public art projects within an urban design context.

To inquire about the position, please submit your résumé, letter of interest and 3 references to nacc@cityofnewburgh-ny.gov no later than Friday, February 9, 2024, 11:59 p.m.

CITY OF NEWBURGH - AN EQUAL OPPORTUNITY EMPLOYER

Justice, Equity, Diversity and Inclusion are core values to the City of Newburgh, where there is a strong commitment to establishing and maintaining an environment free of discrimination. These values are promoted through the daily practice of professionalism, respect, acceptance and understanding. As such, City residents along with women, minorities, individuals with disabilities, members of the LGBTQ community, and veterans are encouraged to apply.