

Arts Foundation for Tucson and Southern Arizona



Public Art Assistant Manager

Open until Filled

Job Title: Public Art Assistant Manager

FLSA Status: Non-Exempt; Full Time

Salary Range: \$19.00 to \$21.00 per hour, based on experience, with benefits

Close Date: December 10, 2020

Apply online: <https://artsfoundtucson.submittable.com/submit/170073/aftsa-job-and-internship-application>

Upload a resume detailing your relevant talents and experience.

Include a cover letter that describes your interest in the position; your motivation to work within the public art realm; your lived and learned experience working toward diversity, equity and inclusion. The information in your cover letter is critical to evaluating your candidacy for this position. We encourage you to be thoughtful and purposeful in the construction of your letter.

The [Arts Foundation for Tucson and Southern Arizona](https://artsfoundtucson.org) (Arts Foundation) seeks a full time Public Art Assistant Manager to effectively implement various aspects of the Arts Foundation's Public Art Program in accordance with the Percent for Art Ordinances for the City of Tucson and Pima County. More information on Arts Foundation Public Art Program can be accessed online: <https://artsfoundtucson.org/artists-organizations/public-art/>

The Assistant Manager will work closely with the Public Art Manager to administer all public art program functions and activities, including new and active percent for art projects, relocations, deaccessions, donations and private sector projects. The Assistant Manager will:

1. Manage up to 4 public art projects. Coordinate and facilitate selection and approval processes. (40%)
2. Manage the Summer Youth Public Art Program. (30%)
3. Coordinate Public Art and Community Design Committee (PACD) meetings. (20%)
4. Maintain and manage the Arts Foundation's public art database and archives. (10%)

ESSENTIAL FUNCTIONS (Under direction of supervisor)

1. Provides project management of public art projects as mandated by the City of Tucson and Pima County Administrative Directives.
2. Builds support and consensus as applicable with project teams in all phases of assigned project management: artist selection, design, risk management review, maintenance review, fabrication/ construction, installation, and completion.
3. Coordinates and facilitates artist selection processes and related committees.
4. Consults on contracts and support contract fulfillment.
5. Works closely with artists for delivering projects within established timelines and under the guidelines of the established contracts.
6. Coordinates monthly meetings and processes for Public Art and Community Design Committee in compliance with Boards and Commissions open meeting law, minutes, agenda, and Legal Action Reports.
7. Facilitates collaborations and working relationships with multiple stakeholders, including artists, architects, designers, technical professionals, City and County staff members, construction teams, developers, members of the community and others.

8. Collaborates on strategic planning for long-range vision of the public art program.
9. Performs other duties as required.

QUALIFICATIONS

The Public Art Assistant Manager plays a critical role interacting with applicants, Arts Foundation staff, board, and representatives from the City of Tucson and Pima County. We are looking for an experienced administrator who is a creative thinker with strong problem-solving skills, a mature interpersonal style with the ability to interact well with a diverse range of people. A successful candidate will possess understanding and commitment to the Arts Foundation's mission and vision which centers the values of diversity, equity and inclusion.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please note this job advertisement is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

1. Education: BA in related field (experience additional to what is listed below may be utilized in lieu of education with Executive Director approval)
2. Experience: Equivalent to 2-3 years of experience in -or closely related to- administering or managing of public art, arts granting, arts project management, and/or curatorial programs and/or in the organization and management of arts programs in a public setting.
3. Attributes:
 - Proficiency with Microsoft Office, PowerPoint, Excel. Willingness to learn other online management platforms such as Sharepoint, Salesforce, Box, Submittable, Trello, Airtable and Zoom.
 - Demonstrated ability to manage details of various projects, build rapport and work diplomatically with the public, as well as represent the Arts Foundation in a professional manner.
 - A commitment to listening, creating space for diverse perspectives, and the pursuit of inclusive and just outcomes.
 - Ability to communicate at all levels effectively and tactfully, create trusted partnerships and demonstrate strong interpersonal skills.
 - Knowledge of various artistic disciplines with an emphasis on visual art and public art trends preferred.
 - Experience incorporating the perspectives of multiple communities and multiple artistic expressions in step with AFTSA's commitment to Diversity, Equity and Inclusion.
 - Experience or interest in government policy preferred.
 - Database or collections management experience preferred
12. Work Environment: While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand, walk, and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Non-smoking environment. The work requires being comfortable working in a politically sensitive environment with multiple priorities and tight deadlines which will require work outside of regular business hours.
13. Must possess valid driver's license and driving record which is acceptable to the organization's insurance carrier.

Arts Foundation for Tucson and Southern Arizona Mission

The mission of the Arts Foundation for Tucson and Southern Arizona is to advance artistic **expression**, civic **participation, and equitable economic growth** of our diverse community by **supporting, promoting, and advocating** for arts and culture in our region.

Vision

Vision for Diversity, Equity, and Inclusion in our work. Through forward-thinking accountable leadership, the Arts Foundation for Tucson and Southern Arizona works **to affect systemic change that fosters an accessible, diverse, inclusive, and equitable local arts community.**

Purpose

The Arts Foundation for Tucson and Southern Arizona is a 501(c)3 nonprofit and funding agency. As the designated local arts agency, the Arts Foundation provides arts and cultural development services through **direct funding, technical assistance and professional development** opportunities throughout Southern Arizona and **manages the public art** process for the City of Tucson and Pima County. The Arts Foundation provides support to individual artists, collectives and arts organizations, while advocating for the creative workforce and equitable access to the arts on a local, state and national levels.

Community

Prior to 2016, the mission and services of the Arts Foundation for Tucson and Southern Arizona (AFTSA) focused solely on Tucson and Pima County. Today, AFTSA's service area resides between sets of historical, political and geological boundaries including 372 miles along the US Mexico international border in the south, and along the 590 mile stretch of the Gila River which flows west from the New Mexico border to the Colorado River. We acknowledge the land where we live and work is the traditional territory of seven tribal nations, including Quechan Tribe, Cocopah Tribe, Tohono O'odham Nation, Pascua Yaqui Tribe, Ak-Chin Indian Community, Gila River Indian Community, San Carlos Apache Tribe. AFTSA serves all counties that reside south of the Gila River, including Pima, Yuma, Santa Cruz, Cochise, and parts of Graham, Greenlee, Maricopa and Pinal.

Funding

The Arts Foundation for Tucson and Southern Arizona is funded by the City of Tucson, Pima County, and additional awards for which we apply. Currently, we are receiving additional funding from the Arizona Commission on the Arts and the National Endowment for the Arts.

History

In 1971, a group of citizens came together to form the Tucson Council on the Arts; and organization to serve as a catalyst and information resource for cultural development. The year 1984 marked the establishment of the Tucson Pima Arts Council (TPAC) as the arts council for the City of Tucson and Pima County, "the principal mechanism through which arts and cultural activities will be planned and carried out within the metropolitan area." In 2016, the Board of Directors voted to change the name of TPAC to The Arts Foundation for Tucson and Southern Arizona. This name change reflects the vision of the agency as one that serves a community and region rich in culture and committed to supporting the arts in both the public and private sectors.