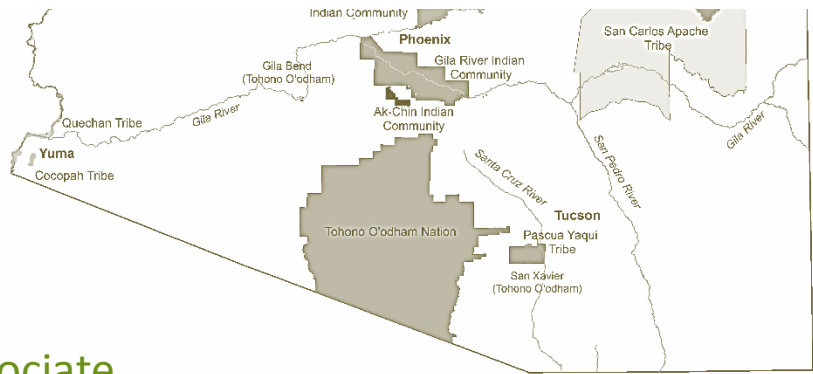


# Arts Foundation for Tucson and Southern Arizona



## Public Art Collections Associate

### Open until Filled

Job Title: Public Art Collections Associate

FLSA Status: Non-Exempt; Full--Time

Location: Tucson, AZ (may relocate)

Salary Range: \$20 per hour, 40 hours per week, based on experience

Open Date: July 11, 2022

Close Date: August 11, 2022

Projected Start: September 2022

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

Apply online via the [submittable link](#) which will include application questions and requirement to upload a resume detailing your relevant background, knowledge, and experience. The information you provide is critical to evaluating your candidacy for this position. We encourage you to be thoughtful and purposeful in the construction of your responses.

The [Arts Foundation for Tucson and Southern Arizona](#) (Arts Foundation) seeks a full-time Public Art Collections Associate, who is both a seasoned and experienced arts professional to effectively manage all aspects of the Arts Foundation's conservation/maintenance program for the public art collections 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 Collections Associate will:

- Develop and maintain an accessible database and inventory of the Collection maintenance needs
- Monitor, document, and prioritize maintenance needs based on budget, timing, safety, materials, and perception
- Identify funds for maintenance and conservation needs and applying for grants
- Contract for and manage maintenance and conservation contracts
- Maintain an inventory of the City's and County's collection
- Provide oversight for donations to the City's collection

The Collections Associate will have a basic understanding of materials to facilitate conservation and maintenance for the public art collection under the oversight of the Arts Foundations for Tucson and Southern Arizona. The collection is comprised of more than 300 permanent works of art. The Collections Associate will work with City or Government departments to assess, restore, and maintain artworks in the collection or address deaccession policies when necessary.

### ESSENTIAL FUNCTIONS (Under direction of supervisor)

1. Provides management of the maintenance goals for the public art collection as mandated by the City of Tucson and Pima County Administrative Directives.
2. Provides direction and oversight of all conservation and restoration work.
3. The cataloging, care and maintenance of all sculptures, statues, murals, ceramics, and other art media belonging to the City of Tucson and Pima County.
4. Coordinates meetings with client department and community to discuss processes and provides oversight for the management of any maintenance survey, restoration work, and/or relocation.
5. Consults on contracts and supports contract fulfillment for necessary conservation work.
6. Works closely with artists for delivering projects within established timelines and under the guidelines of the established contracts.
7. Reviews all public art projects during design and fabrication to ensure materials are sustainable. Works with artists on maintenance protocol for project completion.
8. Provides oversight with direction for potential donations to the City's public art collection.
9. Attends monthly meetings for Public Art and Community Design Committee (PACD) in compliance with Boards and Commissions open meeting law, minutes, agenda, and Legal Action Reports. Gives updates and addresses collection concerns as necessary.
10. 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 as needed for specific projects.
11. An understanding of community engagement and facilitation techniques for project, panel, and public community meetings, including experience incorporating the perspectives of multiple communities and multiple artistic expressions in step with Arts Foundation's commitment to diversity, equity, and inclusion.
12. Supports the Arts Foundation's mission and values to increase public access to cultural experiences in broadening and diversifying the public art field.
13. Supervises and provides oversight of contractor(s) related to conservation/restoration/relocation work and others as needed.
14. Works with Executive Director and staff on strategic planning for yearly budget for conservation management of public art under the purview of responsible Government departments.

### QUALIFICATIONS

The Public Art Collections Associate plays a critical role interacting with community, Arts Foundation staff, board, committees, and representatives from the City of Tucson and Pima County. We are looking for an experienced collections administrator, a specialist with knowledge of materials, 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 visual arts and knowledge of conservation and maintenance of works of art – sculpture, murals, ceramics, etc. Experience can substitute for degree depending on knowledge of materials, collections, and best practices for maintenance of a public art collection.
2. Experience: Equivalent to at least 1 year of experience in working with works of art as a curator, registrar, or having knowledge of materials (especially desert conditions' impact on public art.) Experience may also

include working with community and client departments to address issues of maintenance, restoration, de-accession, and relocation of works of art within the collections for the City of Tucson and Pima County.

3. Attributes:

- Proficiency with Microsoft Office, PowerPoint, Excel. Willingness to learn other online management platforms such as Sharepoint, Salesforce, Box, Submittable, Airtable, and Zoom.
- Demonstrates ability to concurrently manage details of several projects, familiar with consensus building practices to 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.
- Excellent written and oral communication skills with attention to detail, and a proven commitment to the enhancement of the community through public art.
- 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 Arts Foundation's commitment to Diversity, Equity, and Inclusion.
- Bi-lingual proficiency in English and Spanish preferred.
- Knowledge of best practices and database/ collections management 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, including evenings and weekends.

13. Must possess a valid driver's license and driving record which is acceptable to the organization's insurance carrier.

## Arts Foundation for Tucson and Southern Arizona Mission

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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.