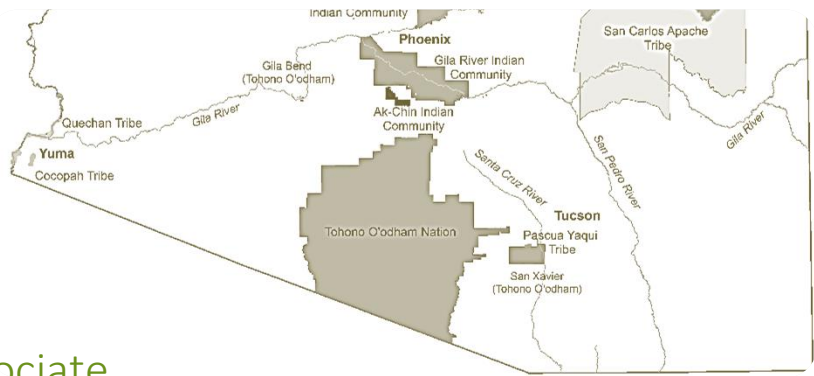


Arts Foundation for Tucson and Southern Arizona



Public Art Collections Associate

Open until Filled

Job Title: Public Art Collections Associate

FLSA Status: Non-Exempt; Full-Time

Salary Range: \$22- \$24 per hour, based on experience, with benefits

Job Reports To: Director of Public Art

Tucson Location: Offices located at 525 N. Bonita Avenue, Tucson, Arizona 85745. Onsite and remote work.

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

Upload a resume detailing your relevant talents and experience. Complete the application that describes your interest in the position; your motivation to work with the Arts Foundation; your lived and learned experience working toward diversity, equity, and inclusion. The information in your narrative questions are critical to evaluating your candidacy for this position. We encourage you to be thoughtful and purposeful in the construction of your letter.

Arts Foundation for Tucson and Southern Arizona is an equal opportunity employer. We strive to create an inclusive and equitable workplace. We encourage applications from people of all backgrounds. **Open until filled. Applications received before September 1, 2023 will be given priority.**

Job Summary

The **Collections Associate** will oversee and coordinate all aspects of the Arts Foundation's maintenance, conservation, preservation, and public art roster programs for the City of Tucson Public Art Collection. The ideal candidate will have experience in collections management, project management, community organizing, and art. The candidate must have a fundamental understanding of artwork and building materials commonly used in public art. The candidate should also have a strong 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. More information on the Arts Foundation Public Art Program can be accessed online: <https://artsfoundtucson.org/artists-organizations/public-art/>

The Collections Associate will

- Maintain and inventory the city's public art collection.
- Oversee maintenance of city public art assets.
- Coordinate the relocation and deaccession of public art assets.
- Facilitate the integration of new public art projects into the city's collection of public art assets.
- Manage the Public Art Roster program.

Essential Functions

1. Regularly update and maintain the Arts Foundation public art database.
2. Update and maintain the public art map.
3. Conduct routine site visits to inspect artwork for future maintenance.
4. Address all maintenance related inquiries from the city, stakeholders, and the community.
5. Monitor, document, and prioritize maintenance needs based on budget, timing, safety, materials, and perception.
6. Coordinate meetings with city departments and community representatives regarding maintenance, relocation, and deaccession projects.
7. Consult with the artist(s) that created the artwork as needed for maintenance, relocation, and deaccession projects.
8. Provide recommendations for contractors and contract work specifications to city departments for maintenance, relocation, and deaccession projects.
9. Ensure that any public art asset that is relocated or removed adheres to the Visual Artists Rights Act (VARA) of 1990.
10. Provide consultation on materials used in the design process of new artworks.
11. Collaborate with artists to establish a maintenance protocol for new artworks.
12. Complete all close-out procedures of new artworks with the artists to integrate the artwork into the city's public art collection as city assets.
13. Manages and oversees the development and implementation of the Public Art Roster program.
14. Prepare the bi-annual Call for Roster Artists.
15. Present and oversee the PACDC review of Roster Artists.
16. Support and engage Roster Artist on the public art process and upcoming opportunities.
17. Attend monthly meetings for Public Art and Community Design Committee (PACDC), to provide collections related updates and addresses concerns.
18. Support the Arts Foundation's mission and values to increase public access to cultural experiences in broadening and diversifying the public art field.
19. Collaborate with the Public Art Director and city departments on strategic planning for the annual budget allocated to the conservation management of public art.
20. Facilitate collaborations and establish working relationships with multiple stakeholders, including artists, architects, designers, technical professionals, city departments, construction teams, developers, community members and others relevant parties for specific projects.

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. The Arts Foundation is seeking an experienced collections administrator, a specialist with knowledge of materials, who is a creative thinker with strong problem-solving and organizational skills, a mature interpersonal style with the ability to interact well with a diverse range of people. A successful candidate will possess an 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 or higher in visual arts, art history, art education, 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 one year of experience in arts administration. Preferred candidates will have experience working directly with artworks and artists as a collections manager, museum registrar, art preparator, or having knowledge of materials commonly used in public art. Experience may also be working with community and client departments to address issues of maintenance, restoration, de-accession, and relocation of works of art.
3. Attributes:
 - Proficiency with Microsoft Office, PowerPoint, Excel. Willingness to learn other online management platforms such as SharePoint, Airtable, Salesforce, Submittable, and Zoom.
 - Demonstrate the ability to: concurrently manage multiple projects, build consensus and build rapport, 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.
 - Database and collections management knowledge of best practices preferred
12. Work Environment: While performing the duties of this job in the office, 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 required to conduct site visits to public art locations and perform various tasks in an outdoor environment, requiring the ability to work in diverse weather conditions, including extreme heat, cold, and precipitation. Some public art locations may or may not have ADA accommodations. 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 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.