

POSITION ANNOUNCEMENT

Title: Public Art Program Manager

Type of Position: Full-time

Reports To: CEO

The Arts and Humanities Council of Montgomery County (AHCRC), is seeking a Public Art Program Manager to join a prominent public art program at a leading local arts agency. This position is critical to advancing our agency's efforts to inclusively cultivate the arts and humanities throughout Montgomery county Maryland's diverse communities.

Background: AHCRC is committed to a workforce that represents a variety of perspectives, lived experiences and is representative of communities across Montgomery County. AHCRC administers the Montgomery County Public Arts Trust Program, which is funded through a yearly budget allocation from the Montgomery County Government. Totalling over 900 artworks, Montgomery County's Public Art Collection has grown over the past 30 years to include artworks by internationally renowned artists. This extensive range of artworks includes freestanding sculpture, integrated pieces and works on paper, as well as occasional temporary commissions, and it has been commissioned under the auspices of a variety of county agencies. The Public Arts Trust is overseen by the Public Arts Trust Steering Committee, which includes government agency representatives and arts professionals. The Public Art Trust is guided by the Montgomery County Public Art Roadmap, a strategic plan. For more information, visit www.creatiemoco.com/publicart

Job Summary: The Public Art Program Manager has overall responsibility for the coordination, day-to-day management, and evaluation of the agency's public art projects and public gallery.

Primary Responsibilities to include:

1. **Collaboration:** Coordinate meetings and activities of the Public Arts Trust Steering Committee; collaborate with county agencies to identify and advance public art initiatives; participate, with the CEO, as an ex-officio member of the M-NCPPC Art Review Panel; and manage partnerships between AHCRC and other public and private entities/stakeholders interested in public art projects in the county through administrative and communications support.
2. **Planning:** Develop an annual workplan with the CEO that implements the strategies and priorities enumerated in the Public Art Roadmap and that advance the agency's equity goals
3. **Budgeting and Management:** Develop the Public Arts Trust budget with the CEO; monitor implementation of the budget within the guidelines established by the CEO. Manage contracts with contractors, including consultants and conservators; monitor contract compliance, ensuring that all contract requirements are met.
4. **Collection Development:** Coordinate all aspects of the commissioning of public artworks (including those begun in earlier fiscal years and/or currently underway) to assure the interests of AHCRC are

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represented. Coordinate artist selection processes. Facilitate interaction between the artist and the client agency, project design team (architect, landscape architect, etc.) and the community.

5. **Collection Management:** Maintain public art records and inventories including the ArtSystems Public Art Database. Coordinate the acquisition of new artworks in the collection through the annual call for art for the contemporary works on paper collection and all loans of public artwork to county facilities. Coordinate the annual conservation and maintenance program.
6. **Exhibition Space:** Manage and provide oversight to the Curator of the Betty Mae Kramer Gallery, the county's designated exhibition space in downtown Silver Spring. Coordinate with Betty Mae Kramer Gallery Curator and provide oversight for approximately five exhibitions per year including event planning and programming related to exhibitions.
7. **Communication.** Collaborate with Betty Mae Kramer Gallery Curator and AHCMC communications team on developing content related to AHCMC public art programs and projects.

Skills and Qualifications

- Experience managing public art projects; public art policy and/or design-related project management experience preferred
- Nonprofit or government experience preferred
- Experience incorporating the perspectives of multiple communities, including those of ALAANA (African, Latino, Asian, and Native American) descent
- in the consideration of impacts and outcomes of a decision-making process.
- Experience working on a diverse team
- Excellent written and verbal communication skills, and ability to present to diverse audiences, specifically racially
- Ability to manage multiple projects effectively in a fast-paced environment
- Knowledge of artistic disciplines/media, visual art and public art trends preferred to support agency's equity goals.
- Previous database or collections management experience preferred
- Knowledge of MS Office (or Google platforms) required

Salary - \$55K - \$60K annually plus competitive benefits package. Relocation expenses not provided. Position start date September 2020.

How to Apply: Send a cover letter and resume to: HR@creativemoco.com With Subject Line, "Public Art Program Manager." **NO PHONE CALLS PLEASE.**