

## POSITION ANNOUNCEMENT

**Title: Public Art Program Manager**

**Type of Position: Full-time**

**Reports To: CEO**

The Arts and Humanities Council of Montgomery County (AHCMC) seeks a Public Art Program Manager to join the prominent public art program at our leading local arts agency. This critical position advances our agency's efforts to inclusively cultivate the arts and humanities throughout Montgomery County, Maryland's vast array of diverse communities and residents.

**Job Summary:** The Public Art Program Manager is responsible for the coordination, day-to-day management, and evaluation of the agency's public art projects, collection, 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 AHCMC and other public and private entities/stakeholders interested in public art projects in the county through administrative and communications support. High-touch open communication style required for success in this position.
2. **Programming:** Spearhead community engagement, artist professional development and artist networking and growth programs that highlight the collection, increase awareness to residents, and build stronger relationships with public art and local professional artists and practitioners.
3. **Planning:** Develop an annual work plan with the CEO that implements the strategies and priorities enumerated in the Public Art Roadmap and advance the agency's equity goals.
4. **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.
5. **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 AHCMC are represented. Coordinate artist selection processes. Facilitate interaction between the artist and the client agency, project design team (architect, landscape architect, etc.) and the community.
6. **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.
7. **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 oversee approximately five exhibitions per year, including event planning and in-person/virtual programming related to exhibitions.
8. **Communication.** Collaborate with Betty Mae Kramer Gallery Curator and AHCMC communications team on developing content related to AHCMC public art programs, projects and initiatives.

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9. **Marketing + Administration:** Support the design of graphics and web portals and assets. Aid in design and content creation for the quarterly Public Art News Wire newsletter. Manage vendors and contracts for gallery and public art programs, including framing, artwork transportation and printing.

**Background:** AHCMC is committed to hiring and developing a workforce that represents the varied perspectives and lived experiences representative of all communities across Montgomery County. AHCMC administers the Montgomery County Public Arts Trust Program 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 encompassing artworks by regionally, nationally, and internationally renowned artists. This extensive range of artworks includes freestanding sculpture, murals, integrated pieces and works on paper, as well as occasional temporary commissions and interagency commissions under the auspices of a variety of county agencies and government departments. The Public Arts Trust Steering Committee—which includes government agency representatives and public art professionals—oversees The Public Arts Trust guided by the Montgomery County Public Art Roadmap, a strategic plan for the program. For more information, visit [www.creatiemoco.com/publicart](http://www.creatiemoco.com/publicart).

### 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
- Experience working on a diverse team and desire to support the agency's racial equity goals.
- Excellent written and verbal communication skills, and ability to present to racially diverse audiences from myriad perspectives and backgrounds.
- Ability to manage multiple projects effectively in a fast-paced environment
- High attention to detail with a proactive and enthusiastic work style
- Knowledge of artistic disciplines/media, visual art and public art trends
- Previous database or collections management experience preferred
- Excited by the integration of new technologies, programs, and software
- Knowledge and proficiency in MS Office (or Google platforms) required
- Previous experience with or ability and excitement to learn and use the Adobe Creative Suite, WordPress website editor, Mailchimp CRM and ArtSystems database.

**Salary:** \$60K - \$65K annually plus competitive benefits package. Relocation expenses not provided. Preferred position start date: November 2021.

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