



Public Art Fund (“PAF”), New York’s leading presenter of contemporary art in public spaces, seeks a **Senior Project Manager** to lead its Exhibitions Department.

The Senior Project Manager serves as a key member of Public Art Fund’s leadership team and works collaboratively with members of PAF’s curatorial, creative partnerships, finance, communications, and development teams to support all essential department activities and institutional initiatives. The position reports to the Director and Chief Curator and manages the exhibitions team.

Working directly with artists, galleries, public and private partners, and contractors, the Senior Project Manager provides ongoing support and involvement in all project management activities and collaborates with the Director and curators to set exhibition programming and schedules. This position also manages select exhibitions, commissions, and program activities as determined by the Director.

Key Responsibilities

Administrative

- Supervise and manage team of project managers; lead weekly team meetings
- Conduct annual evaluations for project management team
- Develop and manage project and departmental budgets in consultation with curatorial and finance departments
- Maintain departmental and project files, vendor contacts, and off-site storage consistent with PAF’s document retention policy
- Represent Exhibitions Department at Board meetings, PAF programs, community hearings, public events, etc. as required

Project Management

- Work with exhibition and curatorial colleagues to research and create feasibility studies and technical implementation plans for future projects including renderings, technical requirements, written descriptions, etc.
- Work closely with artists, fabricators, and other vendors to research, develop, and manage the production of art works
- Draw up and negotiate exhibition contracts, create proposals, secure permits, and liaise with relevant city departments and/or exhibition partners
- Coordinate fine art and liability insurance, create condition reports, and oversee ongoing maintenance of projects
- Coordinate packing, shipping, and delivery of art works
- Organize installation and de-installation of projects, supervise installation crews, and manage all on-site logistics
- Develop and track project schedules to ensure deadlines are met

Other Responsibilities may include

- Coordinate handling and movement of artwork (e.g. prints, paintings, limited editions)
- Contribute to planning and execution of annual Spring Benefit and other fundraising activities



Desired skills and qualifications

- Bachelor's degree in related area of study (e.g. visual arts, project management, construction management, architecture, design, etc.)
- Minimum of five to seven (5 - 7) years professional experience in arts project management, exhibition organization, or other relevant experience in the field
- Supervisory experience; ability to work collaboratively and as part of a team
- Experience developing and managing budgets; ability to adhere to budgetary constraints
- Experience working with artists, fabricators, and art installers; proven knowledge of art fabrication methods and processes
- Working knowledge of power tools and general construction methods; ability to perform outdoor physical tasks as part of the install/de-install of artwork
- Strong organizational skills and capability to prioritize and manage multiple tasks simultaneously to meet deadlines
- Excellent attention to detail, creative thinker, and ability to problem solve; diplomatic attitude
- Excellent negotiation and verbal and written communication skills
- Competency with Microsoft Office Suite, G-Suite and graphics/design programs such as Photoshop, Google SketchUp, Illustrator, In Design, etc.
- Knowledge of contemporary art
- Ability to work flexible hours, including evenings and occasional weekends

Salary commensurate with experience. Competitive benefits offered.

Please email cover letter, including salary requirements, and résumé as attachments to hr@publicartfund.org. Indicate the job title "Senior Project Manager 2019" in the subject line. No telephone calls please.

PAF is an Equal Opportunity Employer.