



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

This position is responsible for managing and coordinating the realization of multiple highly complex and ambitious site-specific permanent and temporary commissions for high-profile public venues. The Project Manager works closely with PAF’s Creative Partnership consulting division and on other projects as needed. Working directly with artists, galleries, public and private partners, and project-specific consultants and contractors, this position reports to the Director of Creative Partnerships and will require close coordination with other members of the Exhibitions Department. This position also works collaboratively with members of PAF’s curatorial, communications, finance, and development teams to support all essential department activities and institutional initiatives.

### **Responsibilities**

- Work with Exhibitions department and Creative Partnerships colleagues to review and assess the feasibility of **commission proposals**, including production schedules, budgets, fabrication methods, installation and maintenance requirements, etc.
- Work directly with partner entities and artists to negotiate **commission agreements**
- With partner entities and artists, manage the **implementation of commissions**, including the management of commission budgets and schedules in consultation with the Exhibitions and Creative Partnership departments
- Work closely with artists, fabricators, and other vendors to develop and manage the **production, packing, and delivery** of art works
- Serve as primary on-site PAF staff member **managing logistics** including, but not limited to, installations, supervising installation crews, and coordinating with multiple project managers at one location
- Manage interns and other personnel as needed
- Additional duties as needed

### **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 three to five (3 - 5) years professional experience in arts project management, exhibition organization, art fabrication and installation, or other relevant experience in the field
- Must be able to work primarily on-site for extended periods of time while Public Art Fund installations are underway and maintain effective and timely communications with colleagues and partners in other locations
- Ability to act as Project Lead for multi-project partnerships, which may include the direct project management of certain commissions and the coordination of supporting Project Managers as needed



- Experience working with artists, fabricators, and art installers; knowledge of art fabrication methods and processes
- Ability to read and understand architectural plans and construction documents; familiarity with construction best practices and fluency with related vocabulary
- Strong organizational skills and attention to detail; capability to prioritize and manage multiple tasks simultaneously; ability to work collaboratively as part of a team
- Strategic and creative thinker, and ability to problem solve
- Competency with Microsoft Office Suite, G-Suite, and Photoshop
- Working knowledge of construction and engineering practices
- Experience managing staff and outside contractors
- Knowledge of contemporary art
- Ability to work flexible hours, including evenings and occasional weekends; ability to travel for work as needed
- Excellent verbal and written communication skills
- Ability to work collaboratively and as part of a team
- Must be able to pass a criminal background check and obtain clearance (e.g. SWAC) to work at secure sites as needed
- Must have, or be able to complete, OSHA certification as needed

Please email cover letter, including salary requirements, and résumé as attachments to [hr@publicartfund.org](mailto:hr@publicartfund.org). Indicate the job title “Project Manager CP 2019” in the subject line. No telephone calls please.

PAF is an Equal Opportunity Employer.

### **Public Art Fund: Creative Partnerships**

Public Art Fund has presented dynamic exhibitions by the world’s most compelling and significant artists in New York City and beyond for more than 40 years. These projects set the standard for excellence in the field, giving urban space new meaning, while engaging diverse audiences and making culture accessible to all. In addition to this core program, Public Art Fund also offers consulting services that bring strategic planning, curatorial, and project management expertise to the world’s leading cultural institutions, corporations, and civic organizations through **Public Art Fund: Creative Partnerships**. Amplifying the impact of our partners’ own initiatives, Public Art Fund commissions permanent installations and temporary exhibitions in line with the unique vision of its partners and the specific parameters of each site, resulting in new artworks that activate public spaces and create engaged constituencies through the power of public art.