



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

This position is responsible for managing and coordinating activities critical to PAF’s portfolio of creative partnerships, which include consulting services and traveling programs. Responsibilities include organizing major permanent commissions, traveling exhibitions, creative placemaking initiatives, interpretive materials, and related programming. Working directly with public and private partners, artists, galleries, patrons, government officials, and assorted consultants and contractors, this position reports to the Senior Manager of Creative Partnerships and works collaboratively with members of PAF’s curatorial, exhibitions, communications, development, and finance departments to support all essential department activities and institutional initiatives.

Responsibilities

- Contribute to the research, development and drafting of strong **proposals and presentations** for prospective and ongoing partnerships, including consulting projects and traveling temporary exhibitions
- With PAF’s creative partnership and curatorial teams, coordinate aspects of the **artist selection** process for commissions, including, but not limited to, research and presentation of prospective artists, development of artist briefing materials, facilitation of site visits and general artist support during proposal development
- Manage **commission budgets and schedules** in consultation with the exhibitions, curatorial, and finance departments
- As liaison to artists, and clients and other partners, maintain strong lines of communication; coordinate **process documentation** and **progress reporting**
- With PAF’s Communications team, assist with the implementation of **public relations** and **community relations** strategies for permanent commissions and other creative partnerships
- Work with PAF Project Managers, artists, fabricators, and other parties to manage **production of artworks**, including, but not limited to, coordinating fine art and general liability insurance; creating and monitoring production schedules; identifying qualified fabricators or specialist technicians, coordinating logistical details for packing, transport and delivery of artworks; organizing and overseeing installations; and developing maintenance protocols
- Provide **administrative support**, including, but not limited to, development and maintenance of a departmental archive, internal and external meeting schedule, and income/expense tracking in cooperation with PAF’s Finance department
- 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, art history, arts administration, etc.)
- Minimum of three to five (3-5) years of professional experience in arts project management, studio management, exhibition organization, or other relevant experience in the field
- Strong knowledge of art history and contemporary art; ability to speak and write eloquently about art
- Outstanding communication (written and verbal) and negotiation skills; diplomatic attitude
- Experience working with artists, curators, public officials, specialist fabricators, designers and engineers, shippers and riggers, art installers; knowledge of art fabrication methods and processes
- Strong organizational skills and attention to detail; ability to prioritize and manage multiple tasks simultaneously; ability to work collaboratively and as part of a team
- Strategic and creative thinker, and ability to problem solve
- Experience managing staff
- Fluency in Microsoft Office and G Suites
- Ability to work flexible hours, including evenings and occasional weekends
- Ability to travel for work, as needed

Salary commensurate with experience. Competitive benefits offered.

To apply, please email cover letter, including salary requirements, and résumé as attachments to hr@publicartfund.org. Indicate the job title "Manager – Creative Partnerships - 2019" in the subject line.

No phone calls please. PAF is an Equal Opportunity Employer.