



Public Art Fund (“PAF”), New York’s leading presenter of contemporary art in public spaces, seeks a dynamic and experienced **Director, Creative Partnerships** to lead its Creative Partnerships department. Public Art Fund has presented 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.

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. Recent partnerships of note include commissions for the new David Geffen Hall at Lincoln Center and the permanent art programs at Moynihan Train Hall (NYC), LaGuardia Airport’s Terminal B (NYC), and Planet Word (Washington, D.C.)

Reporting to the Artistic & Executive Director, the **Director, Creative Partnerships** leads the department across strategy, planning, management, and execution. Primary responsibilities are to provide custom tailored services, including art program planning, and to oversee the development and successful delivery of multiple ambitious artwork commissions within PAF’s consulting portfolio. The **Director, Creative Partnerships** is a successful and action-oriented team leader and strategic thinker, skilled at managing relationships with a wide range of clients, partners, and vendors, and able to communicate effectively both verbally and in writing. As a small organization with outsize impact, success depends on not only having great ideas but also a practical mindset and hands-on ability to execute at all levels. Frequent travel to meetings and project sites is required.

Essential Functions

- As a member of the senior management team, lead the Creative Partnerships department: overseeing programs, budgets, and staff, and coordinating with interdepartmental colleagues.
- Provide exceptional client services to achieve art program implementation through effective partnership and communication.
- Understand the needs and goals of both the partner and PAF to establish the unique parameters relevant to the strategic planning for art programs, and the commissioning, development, and installation of multiple impactful artworks.
- Liaise with PAF Project Management, Curatorial, Communications and Finance teams to develop proposal decks, program materials, relevant contracts, and fee structures for ongoing and prospective partnerships.
- Oversee successful delivery of multiple artworks from concept development to installation completion and close out.
- Identify and develop new business opportunities.

Responsibilities

- Develop detailed and compelling project proposals in response to public RFPs and direct requests
- Determine scope of services appropriate to each engagement
- Oversee the RFP process and contract negotiations for overall art programs, including artist agreements for site specific, temporary, or traveling works
- Generate and lead communications with project partner and artist teams, vendors, and stakeholders
- Lead interdepartmental coordination around each relevant phase from curatorial strategic planning to selection process to commissioning, execution, and communications
- Research and draft content for curatorial strategic plans, artist briefs, and didactic materials, in coordination with colleagues
- Manage program budgets and schedules and ensure regular updates to project partners



- Work with project managers to oversee and review artwork concept and design development, including project timelines, and budget development.
- Maintain a detailed department budget and produce regular financial updates
- Coordinate, review, and advise partner on project updates, such as design and fabrication and requests for information, in consultation with the appropriate professional members of the partner, vendor and artist teams
- Monitor and report on the artist team completion of defined project milestones, including fabrication, shipping and installation
- Draft board and committee presentations and talking points for the director; make presentations to staff and board
- Manage departmental staff

Desired Skills and Qualifications

- Minimum of ten (10) years professional experience in arts project management, exhibition organization, art fabrication and installation, or other relevant experience in the field
- Experience working with artists, fabricators, and art installers; knowledge of art fabrication methods and processes
- 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
- Experience managing staff and outside vendors/contractors
- Excellent verbal and written communication skills
- Must be able to pass a criminal background check and obtain clearance (e.g. SWAC) to work at secure sites as necessary
- Candidates must have an understanding of the construction industry, job site safety requirements, planning and scheduling, building trades and sequence of work, and relevant technology
- Must be able to read plans and specifications
- Must be able to complete on-site safety training as required
- 10-Hour OSHA Construction Safety and Health Certification; 30-Hour OSHA preferred
- Competency with Microsoft Office Suite, G-Suite, and project management software

How to Apply

Please email cover letter and résumé as attachments to humanresources@publicartfund.org. Indicate the job title "Director, Creative Partnerships - 2022" in the subject line.

The Director, Creative Partnerships is a full-time non-exempt position. Public Art Fund requires all staff members to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine as a condition of employment. Requests for reasonable accommodations for medical, religious, or other reasons will be considered in accordance with applicable law.

Work is primarily performed in an office environment, on a hybrid schedule. Ability to work flexible hours (including evenings and weekends) outside of the scheduled work times are an occasional requirement of the position. Ability to travel around the NYC Metropolitan area is also required. Salary is \$90,000 - \$95,000 per year and employment package includes medical, dental and vision insurance, generous paid time off, as well as other ancillary benefits.

Public Art Fund is an Equal Opportunity Employer. We believe that art has the power to spur conversation among people of different perspectives, to open hearts and minds, and to help shape the face and future of our country. A diverse workplace filled with people of different backgrounds reflects our organizational values and is vital to delivering on our mission.