



Public Art Fund (PAF), New York's leading presenter of contemporary art projects in public spaces, seeks a **Project Manager** with a specialization in the built environment, for a one-year contract working on a major new public art installation.

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.

The **Project Manager** is responsible for managing and coordinating the realization of multiple highly complex and ambitious site-specific permanent and temporary commissions for a high-profile public venue. Working directly with artists, galleries, public and private partners, and project-specific consultants and contractors, this position reports to the Senior Program Manager with close supervision by the Senior Project Managers.

## RESPONSIBILITIES

- Review and assess the **feasibility of commission proposals**, including schedules, budgets, fabrication methods, installation, and maintenance requirements, etc.
- Serve as primary on-site PAF staff member to **manage site logistics**; supervise installation crews and coordinate with multiple project managers at one location
- **Negotiate** artist/partner/vendor contracts
- Oversee the implementation of commissions, including **budget and schedule management**, in consultation with the Curatorial and Creative Partnerships departments
- Work closely with artists, fabricators, and other vendors to develop and manage the production, packing, and delivery of art works
- **Work collaboratively**, and as part of a team, both internally and externally

## QUALIFICATIONS

- Minimum of three years professional experience in arts project management, exhibition organization, art fabrication and installation
- Must be able to work on-site for extended periods of time and maintain effective and timely communications with colleagues and partners in other locations
- Experience working with artists, fabricators, and art installers; knowledge of art fabrication methods and processes
- Strong organizational skills, initiative, and capability to prioritize and manage multiple tasks simultaneously to meet deadlines
- Proven ability to problem solve and think creatively
- Knowledge of contemporary art and working knowledge of construction and engineering practices
- Competency with Microsoft Office Suite, G-Suite, Sketchup (preferred), and Photoshop
- Ability to work flexible hours, including evenings and occasional weekends
- Must 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 Construction Safety and Health Certification as needed

**How to Apply:**

Please email cover letter and résumé as attachments to [humanresources@publicartfund.org](mailto:humanresources@publicartfund.org). Indicate the job title “Project Manager - 2024” in the subject line.

The **Project Manager** is a fixed, one-year, full-time 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 performed on a hybrid schedule when not on-location. Hours outside of the scheduled work times are an occasional requirement of the position. Salary is \$67,500 per year and employment package includes medical, dental and vision insurance, generous paid time off, as well as other ancillary benefits. This is a fixed term position from March 25, 2024 through April 30th, 2025 with the possibility for another one-year extension.

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.