



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

Public Art Fund has presented exhibitions by the world's most compelling and significant artists in New York City and beyond since 1977. 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 overseeing and coordinating the realization of multiple site-specific commissions for high-profile public venues. Working directly with artists, galleries, public and private partners, and consultants and contractors, this position reports to the Associate Director of Projects and works collaboratively within the department, and also works closely with members of PAF's Curatorial, Creative Partnerships, Communications, Finance, and Development teams to support all essential department activities and institutional initiatives.

Key Responsibilities

Administrative

- Create and manage project budgets, schedules, and other project materials in consultation with Finance and other departments
- Maintain departmental and project files and contacts on institutional server and in Salesforce database
- Represent Project Management Department at internal and external meetings as required
- Support Project Management Department with exhibition-related reporting and staff meetings, and other activities when necessary

Project Management

- Work closely with artists, fabricators, and other vendors to develop and manage the production, packing, and transport of artworks; including reporting insurance values and transportation logistics to insurance agent
- Draft and negotiate contracts with artists, galleries, partners, and vendors in consultation with external legal counsel; including coordinating artist travel and hospitality when required
- Create proposals, secure permits, and liaise with relevant city agencies, site owners and/or exhibition partners
- Research feasibility, fabrication methodology, and technical considerations of projects in collaboration with curators or partners; including making recommendations and facilitating project visualization needs
- Coordinate fine art and liability insurance, create condition reports, and oversee ongoing maintenance of projects
- Oversee installation and de-installation of projects, supervise installation crews, and manage on-site logistics and exhibition maintenance



- Manage project close-out including documentation, reporting, updating project budgets, condition reporting, facilitating debriefs, and producing institutional records for future exhibition opportunities

Other Responsibilities may include

- Coordinate production of artistic and institutional activities and materials
- 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
- Provide project management expertise to other departments as needed
- Perform other job-related duties as assigned

Skills & Qualifications

- Bachelor's degree in related areas of study (e.g. visual arts, project management, construction management, architecture or design.)
- 3-5 years professional experience in arts project management, exhibition organization, art fabrication and installation
- Experience working with contemporary art/artists, fabricators, and art installers; knowledge of art fabrication and engineering methods and processes
- Experience developing and managing budgets; ability to adhere to budgetary constraints
- Working knowledge of power tools and general construction methods; ability to perform outdoor physical tasks as part of the install/de-install of artwork
- Competency with Microsoft Office Suite, G-Suite, Adobe Creative suite, Google SketchUp, or equivalent visualization programs, etc.
- Excellent attention to detail and strong organizational skills, initiative, and ability to prioritize and manage multiple tasks simultaneously to meet deadlines
- Proven ability to problem solve and think creatively
- Excellent interpersonal and communication skills, and ability to work collaboratively
- Ability to work flexible hours, including occasional evenings and weekends

Physical Demands

The physical demands described here are representative of those that must be met by the Project Manager with or without reasonable accommodations, to successfully perform the essential functions of this job. The Project Manager must be able to work on-site outside of regular business hours and/or over extended periods of time during installation and de-installation. While performing the duties of this job they may be exposed to conditions that include weather such as heat and/or humidity and cold, fumes or airborne particles, exposure to dust and asphalt, and moving mechanical parts. The noise level in the work environment can be loud.

During installation periods, candidate must be able to perform in various weather conditions:

- Walk, climb stairs, sit, and stand
- Talk and hear at normal levels



- See with close vision, distance vision, color vision, peripheral vision, depth perception, and have the ability to adjust focus
- Reach with hands and arms
- Use hands and fingers to operate tools
- Lift and/or move up to 50 lbs

Please email cover letter and résumé as attachments to humanresources@publicartfund.org. Indicate the job title “**Project Manager - 2026**” in the subject line.

The **Project Manager** is a full-time exempt position. Work is primarily performed in an office environment, on a hybrid schedule. Hours outside of the scheduled work times are an occasional requirement of the position. Salary is **\$71,280 - \$75,620** 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.