

Request for Qualifications: Contract Opportunity

Public Art Manager



Application Deadline: August 9, 2010

Overview

Clackamas County Arts Alliance, a division of the County's Tourism & Cultural Affairs Department, is a local arts agency serving rural and suburban citizens in an area adjacent to a large metropolitan region. In addition to collection and project management for an Art in Public Places program, the Public Art Manager's work includes leading a rotating exhibit program for county artists with an emphasis on training and skill-building. The Manager is expected to be a visible, accessible, positive link to the program and to the Alliance through outreach and relationship-building with local artists. This is accomplished through seminars, workshops, presentations to artist guilds and arts commissions countywide, attendance at various arts festivals and events, and web-based communication.

The Public Art Manager supports the Executive Director and Advisory Board in serving the Arts Alliance mission and goals by leading and managing the Alliance's public art functions and by supporting the Public Art Steering Committee and art selection stakeholder committees. The Manager receives assignments from and reports directly to the Executive Director. The Manager self-directs program planning and implementation tasks while functioning both as a collaborative team member and lead staff for the Exhibit Coordinator. The Public Art Manager is an independent contractor based in personal office, working part-time with flexible hours.

Attributes and proficiencies necessary for this work include creativity, imagination, well-developed interpersonal skills, superior written and oral communication, document design and presentation expertise, ability to work effectively at distance and capacity for developing the public art program through visual, digital and social media.

Scope of Work

The Public Art program consists of two components:

- **Art in Public Places Program** planning and public art collection management. As a 3-Year Public Art Master Plan nears its completion, the focus for 2010-2011 will be upon building a maintenance and management plan for the 14 pieces in the County's public art collection, and implementing plan as needed. Work will also include planning, development and coordination of several civic public art projects. Knowledge of national best practices for public art management is essential and required.
- **Artist Exhibit Program** management and development. Building upon an existing foundation, focuses for the next year are: (1) Growing program reach and new partner cultivation; (2) Expanding artist training and skill-building opportunities using a variety of modalities. Core work includes recruiting County artists and planning rotating gallery

exhibits in multiple public and business venues, with support and assistance provided by the Exhibit Coordinator.

Both components require proven, demonstrable excellence in community engagement tactics and program management practices.

Public Art Manager performance expectations include public meetings and presentations, program planning and management, event coordination, records management, and cooperative interface with all Arts Alliance staff. Required skill proficiencies include: a working knowledge of public art field networks and associated practices; excellent written and oral communication; effective telecommuting management and design skill including document formatting and production. Basic technical proficiencies required include: Internet; digital and social media fluency; experience with MS Excel, Word and PowerPoint; Adobe Photoshop and Illustrator; and i-Movie or similar video application.

The Public Art Manager position is a part-time contract without a fixed schedule; an average 32 hours per week is assumed. Hours will vary weekly in order to accomplish all responsibilities and assignments as schedules and needs dictate. Contractor works from personal office, but routine meetings are required at the department office in Oregon City, and will also occur throughout Clackamas County. Contractor is expected to possess a computer (MAC platform preferred), broadband Internet connectivity and other equipment and skills appropriate to completing the below listed Responsibilities. Valid Oregon drivers license, personal vehicle and proof of current automobile liability insurance is required.

Responsibilities

The Goals and Objectives of the Public Art Manager require implementation of various planning and administrative management tasks for the program's two components. Percentages attached to Responsibilities listed below are estimates for each component's time allocations. Actual time allocations will reflect specific needs as they occur.

Art in Public Places (40%)

- Maintain public art collection: develop and sustain inventories and records (hard copy and electronic), photo-documentation and maintenance schedules for the existing collection of public artworks, ensuring that effective structures and systems are in place;
- Develop stakeholder steering committees for any new projects and effectively manage project goals and timelines;
- Manage artist selection processes for all projects including developing and disseminating Calls to Artists and requests for qualification, coordinating interview and selection panels;
- Participate in and support monthly / bi-monthly Public Art Steering Committee meetings;
- Develop and coordinate a means of communication ("telling the story") about the public art collection;
- Ensure evaluation efforts are in place and that the program is meeting goals and objectives.

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Manage Artist Exhibit Program (40%)

- Develop and expand training and skill-building opportunities for all participants;

- Collaborate with Arts Alliance team to extend program reach through new partner cultivation;
- Prepare Calls to Artists as needed, recruiting new Clackamas County emerging and experienced artists for the gallery exhibits;
- Annually convene Artist Selection Committee to curate artists for the 16-gallery rotation;
- Plan and lead annual Artist Exhibit Program Orientation;
- Prepare occasional presentations at artist guild and commission meetings, and be visible at countywide arts fairs, festivals and events;
- Coordinate and monitor Exhibit Coordinator's gallery installations and provide administrative support;
- Provide primary interface with artists and stakeholders;
- Coordinate special projects and exhibits;
- Coordinate effective media relations and press about the program;
- Ensure effective structures and systems to support, evaluate and document the program.

Administrative Management (10%)

- Attend monthly staff meetings and additional meetings throughout the County;
- Ensure reliable, consistent electronic communication;
- Track and report program data as requested to satisfy program accountability needs;
- Provide technical and structural support for all assigned programs and projects.

Qualifications

Qualified candidates should have a minimum of two years experience in public art program management or arts administration, preferably with a nonprofit organization or municipality (*no more than one year may be substituted by a master's degree in Arts Administration, Visual Arts, Public Administration or other related field*). The successful candidate will have broad knowledge of the public art field and policies; familiarity with best practices in public art processes; and experience with effective community engagement tactics. Superior organizational skills and exceptional oral, written and presentation skills are required. A Bachelor's Degree in visual arts, arts management, public policy / administration or related field is desired.

A thorough review of the Alliance website is recommended: www.clackamasartsalliance.org

Compensation

The Public Art Manager position is an annual renewable personal services contract with Clackamas County for the fiscal year ending June 30, 2011. Annual contract fee is \$47,000, pro-rated to the actual start date, estimated on or about October 1, 2010. Health and retirement benefits are not included. A performance bonus of \$1,200 will be considered after 6 months. Contract fee is inclusive of all time. Renewable supplies are reimbursable to Contractor upon presentation of invoice and receipts.

Application Guidelines

Please submit the following by **August 9, 2010, no later than 5:00 pm Pacific time**

- Cover letter, describing interest and qualifications (in PDF format);
- A current resume (in PDF format);
- A list of three professional references (in PDF format);
- At least one 1 but not more than 4 work products, support documents or supplemental material to illustrate experience and capacities. Present in the form of weblinks, PowerPoints, PDF documents, etc

Address submissions to info@clackamasartsalliance.org with the subject line “Public Art Manager Contract”.

Electronic submission is required. No phone calls please.

Several applicants will be invited to participate in a personal interview at Clackamas County Red Soils Campus in Oregon City. Interviews are expected to be scheduled mid to late August.