



**City of Phoenix**

## *Employment Opportunity* *Public Art Collections Manager* *(Project Manager)*

### **ABOUT THIS POSITION**

The Phoenix Office of Arts and Culture is seeking a Public Art Collections Manager (project manager). The project manager manages the maintenance and conservation of the city's Municipal Art Collection, which includes approximately 200 works of major outdoor public art projects and 1,000 works of indoor portable works. The project manager should have experience in managing the care and conservation of public-art or fine-art collections, museum studies, or a related field. Reporting to the Public Art Program Director and working as a member of a team, the project manager will serve as the technical expert for advising on and implementing best practices in public art collections management, conservation, and preservation.

### **KEY JOB DUTIES**

- Implementing and, when needed, revising the Collection Management Policy, artwork maintenance plans, priorities and budgets;
- Conducting field assessments and condition reports and needs of the city's public art collection;
- Procuring and managing contractors carrying out the maintenance and restoration of artworks in the City's collection;
- Managing and updating maps, databases and records documenting works in the collection, according to best collection management standards and practices; and
- Developing public educational and outreach initiatives, including artist professional development workshops, related to the Public Art collection and program.

This recruitment and any interview process as a result of this recruitment may be used by multiple hiring managers and multiple departments throughout the City to fill any related current or future vacancies; other recruitments and appropriate eligible lists may also be considered.

**IDEAL CANDIDATE** will possess the following knowledge, skills, and abilities:

- Deep knowledge of 20<sup>th</sup> and 21<sup>st</sup> Century public art and studio art;
- Strong ability to organize and manage multiple projects within stated timelines;
- Ability to work well independently and as part of a team with many departments and community groups;
- Fluency with such software in common use including Microsoft Office and Adobe Creative Suite.

### **SALARY**

\$58,136 - \$88,379 annually. Candidates may be hired above the minimum depending upon qualifications.

AA/EEO/D/V Employer – 251 West Washington, Phoenix, AZ 85003

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A comprehensive benefits package is offered which includes traditional pension with employer and employee contributions; choice of medical HMO, PPO, or HSA plan; wellness incentive of up to \$720 annually; dental; vision; life insurance; long-term disability; 401(a) and 457 plans; medical enrollment includes a monthly \$150 City contribution to a Post-Employment Health Plan; bus/light rail pass; tuition reimbursement program; paid time off includes 11.5 paid holidays, 12 vacation days, and 15 sick days and personal leave days. For more details, visit:

[Unit 7 Benefits](#)

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in fine arts, museum studies, fine art conservation or a related field from an accredited college or university, however, a master's degree is preferred;
- Four years of professional experience managing the care of a public art or fine art collection of diverse outdoor and indoor art works, including tracking, assessing, maintaining and conserving artworks;
- Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record; and
- Ability occasionally to work evenings and weekends, as required.
- The City general project manager job description can be found [here](#).
- All finalists for positions are subject to a criminal background check applicable to the department or position.
- The following list is not all inclusive but are TSA general factors for disqualification of employment for working at Phoenix Sky Harbor International Airport. Other factors will be assessed that may also lead to disqualification. Qualified candidates should consider these factors when applying. [Aviation Employment Disqualifiers](#)

### **PREFERRED QUALIFICATIONS** – The minimum qualifications listed above, plus:

- Two years of experience developing and implementing priorities and budgets for maintaining public and/or fine art collections;
- Two years of experience with hiring and coordinating contractors carrying out art conservation and maintenance;
- Experience with managing and/or coordinating people and/or projects.
- Experience with collection database management;
- Experience with and knowledge of best practices for proper collection care and preventative conservation;
- Experience with art exhibition curation and installation;
- Experience writing and administering grants; and
- Experience with collection digitization.

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### **RECRUITMENT DATES**

First review of applications will occur the week of March 2, 2020. Recruitment will close when we have received a sufficient number of qualified applications or on March 16, 2020, whichever is sooner.

### **HOW TO APPLY**

Apply online by completing the required information and attaching, **as one document**, your cover letter and resume. Please include your experience as it relates to the qualifications stated above. Only the highest qualified may be posted to the eligible to hire list. The results of the resume screening process will be sent to your primary email address.

#### **To Apply:**

1. Visit <https://www.phoenix.gov/hr/current-jobs>
2. Select "Current Job Openings"
3. Search **35572** in the search bar at the top of the page
4. Select "Apply for Job" at the top of the page

### **WHAT YOU NEED TO KNOW**

- For other important information related to employment with the City of Phoenix, please [click here](#).
- [Link to All City of Phoenix Employment Opportunities](#)
- If you need assistance applying for this job, please contact our HR Connection Center at [\(602\) 495-5700](#).

### **REFERENCE**

Project Manager, JC: 08640, ID# 35572, 02/19/2020, 6 mos, PO, Benefits: Prof/Supv

City of Phoenix employees commit to Work Smart, Spend Wisely, Be Kind.

City of Phoenix is an equal opportunity employer. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.