

## **Art in Public Places Coordinator (Part-Time)**

Salary Grade: ? \$\$ per hour

**Purpose:** This new part time position (20-24 hours per week) is responsible for the coordination and management of public art projects within the Arts in Public Places (AIPP) Program and to develop, maintain and improve relations, procedures and materials to ensure the proper functioning of the AIPP program as set forth in the City of Key West's Ordinance and the Art In Public Places guidelines.

### **Reporting responsibilities:**

Planning Department and Art In Public Places Board

### **Duties, Functions and Responsibilities:**

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following: (Other related duties may be assigned)

1. Acts as liaison between artists, architects, contractors, developers, city departments and community groups in the process of public art projects.
2. Recommends, develops, and disseminates Requests for Proposals and Calls for Artists for public art project opportunities. Conducts selection process for art and artwork by recruiting qualified jurors, scheduling meetings, preparing materials for review, preparing materials for review, providing orientation for participants and facilitating interviews, discussions and selection.
3. Identifies and oversees maintenance needs of the public art collection to include annual assessment of the collection and manages contracts for the repair of artworks.
4. Manages artwork donation process (from proposal to installation) and coordinates with user departments and stakeholder groups.
5. Recruits program participants and provide education and information through different outlets.
6. Manage contracts and monitor compliance of insurance and engineering requirements.
7. Responsible for all phases of contracts with artists to include draft, negotiation, execution and administration. Manages project artwork budget and provide updates.
8. Develops and maintains paper and electronic files, databases, visual archives, publicity materials and web resources.
9. Provides information, as needed to the Art In Public Places Board and in turn implements program recommendations. Provides correspondence with applicants and other program participants.

### **Knowledge, Skills and Abilities:**

Must possess required knowledge, skills, abilities and experience to be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of Federal, State, Local laws and ordinances.

Knowledge of city practice, policy and procedures.

Skill in oral and written communication

Skill in handling multiple tasks and prioritizing.

Skill in using computers and related software applications

Skill in data analysis and problem solving

Skill in planning and organizing

Ability to work with frequent interruptions and changes in priorities.

Ability to train others.

Ability to quickly recognize and analyze irregular events.

**Minimum Qualifications:**

Graduation from an accredited four-year college or university with major course work in a field related to Fine Arts, Arts Administration, Art History plus two (2) years of experience in a field related to administrating/coordinating public art projects, gallery management or fine arts management

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Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I \_\_\_\_\_, have read this job description and hereby agree with the above noted "Acknowledgements", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

\_\_\_\_\_

Applicant Signature

Date

THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY, VETERANS PREFERENCE EMPLOYER  
& DRUG-FREE WORKPLACE

Apply at:

City Hall, Office of Human Resources 3102 Flagler Avenue ☐ Key West, FL 33040 ☐ Office Telephone:  
(305) 809-3714 Fax: (305) 809-3719