



COUNCIL ON CULTURE & ARTS | TALLAHASSEE/LEON COUNTY

PUBLIC ART & EXHIBITIONS MANAGER – COUNCIL ON CULTURE & ARTS (COCA)

Since its founding in 1985, COCA has served as the Local Arts Agency for the City of Tallahassee and Leon County, FL. COCA services include marketing and promotion, grant programs, community outreach, advocacy, public art and education. To learn more about COCA, visit our website at www.tallahasseearts.org.

JOB DESCRIPTION

The Public Art & Exhibitions Manager performs advanced-level professional work to ensure alignment with COCA's public art programs, community engagement and overall mission and goals. This full-time position includes overseeing the Art in Public Places public art programs; coordinating special public art projects and art engagements with community; curating shows for the Artport and City Hall galleries; writing articles, posts and blog about shows, artists and projects; assisting with marketing & communication for all public art initiatives; serving as liaison with public agencies, private organizations, and community groups about cultural initiatives, arts and heritage programs, and events. Special focus of this position includes managing program growth and expanding technology use in data collection. The position involves a blend of technology usage and community site visits, along with work-from-home and in-person office hours.

An ideal candidate for this position will be artistically trained, curatorially creative, detail-oriented, service-focused, tech-savvy, community-minded, and enjoy working in a creative, unique, and collaborative environment.

DUTIES & RESPONSIBILITIES

Public Art Programs Administration (60%)

- Coordinate annual Winter Festival Youth Art Exhibition with schools and teachers in collaboration with the City of Tallahassee Parks and Recreation Department
- Update prospectus for three additional annual juried competitions: Creative Tallahassee, Brush Strokes, and Photofest
- Update prospectus for additional bi- or triennial juried competitions such as the Quilter's Unlimited exhibition
- Update prospectus for annual juried Art in Public Places exhibit season
- Update application for annual Tallahassee Watercolor Society Tri-State exhibit and collect submissions to transfer to their contact for implementation by TWS
- Update websites to reflect revisions and calls to artists
- Promote calls to artists
- Recruit a volunteer panel of citizens with knowledge in a variety of media to jury entries
- Compile and prepare entries from juried competitions for review by the volunteer panel
- Inform artists of selection or rejection from juried exhibits
- Coordinate schedule with artists and finalize contracts to secure their shows
- Curate each individual show with artist or group of artists in advance of show
- Design the look of the show with the variety of work at the time of installation
- Install each individual exhibit
- Provide required paperwork to City for insurance, registration and security
- Facilitate selection of Creative Tallahassee artwork for the Mayor's Purchase Prize

- Facilitate selection of artwork, then install the annual exhibit in the City Commissioner's Main Conference Room
- Gather information from artist including title, medium, date of creation, and title of pieces included in all shows
- Create a catalog for each exhibit to inform the public of the artist's and artwork's information
- Create labels for each artwork with information for public
- Create signage for each exhibition providing public information
- Create corresponding virtual showcase for each exhibition in COCA's Online Gallery
- Reserve the facility and tables, chairs, etc. for each individual show's opening public reception and host each event (within COVID safety policy guidelines)
- De-install each exhibit and complete final reports for risk management
- File claim for any artwork that is damaged or stolen during an exhibit and follow up with artist
- Maintain the City's 75+ piece permanent collection and relocate pieces as appropriate
- Accept artwork gift donations and maintain proper protocols and records for each
- Provide individual consultations for artists on exhibiting their work
- Serve on committees with the City, County and other entities related to public art
- Assist the City, County and other entities with public art issues
- Analyze the needs of our constituency and develop, initiate or revise projects, resources, and programs that address those needs

Engagement & Special Projects (20%)

- Attend community events as a representative of COCA
- Build and maintain key relationships with City, County, university and community partners
- Identify and cultivate potential constituents, clients, members, etc.
- Maintain general communications with public & local leaders related to COCA programs
- Coordinate and track project deliverables for Great Art for Greater Bond projects.
- Coordinate and track project and project deliverables for Asphalt Art project through COCA's Bloomberg Philanthropies grant
- Serve as the primary contact for other Public Art initiatives by other community, business and government partners, including KCCI, DIA, Railroad Square, etc.
- In coordination with COCA staff and board, attend arts events as COCA representative

Communications & Marketing (10%)

- Create professional and respectful work relationships with colleagues, stakeholders and clients
- Work with COCA staff to ensure accurate reporting and efficient community service
- Maintain general communications with public & local government related to public art programs
- Maintain COCA public art information on the COCA website
- Format and post artist opportunities to COCA's Tallahassee Arts Guide
- Create visibility and awareness through the cross-promotion of COCA services
- Attend professional development opportunities that enhance services for artists and arts & culture organizations (conference calls, sessions, webinars, etc.)
- Build and maintain key relationships with City, County, university and community partners
- Manage COCA's Artist Directory

- In coordination with the Marketing & Communication and Arts Education Managers, write articles, blogs and posts about Art in Public Places exhibits and programs.
- Promote all Art in Public Places exhibits, events and Calls to Artists as well as any education related initiatives, services and resources
- Maintain and update TAG websites
- Maintain and solicit new “friends” and communicate through the COCA Facebook page
- Assist with website updates and social media posts
- Work in coordination with Marketing Manager on all communications and marketing initiatives
- Serve as COCA representative throughout the region

Operational Support (10%)

- Monitor the needs of our constituency and develop, initiate or revise projects, resources, and programs to address those needs
- Assist in budgeting and monitoring expenses by assigned area
- Oversee new hires, interns, and volunteers
- Recruit & retain members to the Membership program
- Assist with onsite office operations
- Other duties as assigned

QUALIFICATIONS

- Bachelor’s degree required. Expertise in public art, studio art, visual art curation, arts administration, non-profit management or related field preferred
- Minimum five years in studio art, art gallery management, visual art education, public art or related field, or equivalent experience
- Serve as public art curator and advocate for artists in variety of public art settings
- Commitment to diversity, equity and inclusion and its integration into programs and operations
- Experience leading teams and team building with diverse constituencies
- Effective managerial, project management and customer service skills, with the ability to oversee and prioritize multiple projects and effectively manage workflow to meet deadlines
- Exceptional research, analytical, and organizational skills with high attention to detail, accuracy, protocol and deadlines
- Skilled business professional with knowledge of budgeting and funding processes
- Excellent communication, interpersonal, diplomacy, and customer service skills with the ability to interact with a wide and diverse population
- Strong writing and editing skills
- High level of flexibility, with the ability to shift priorities as organizational demands require
- Ability to take initiative and develop solutions quickly and effectively
- High level of discretion in maintaining confidentiality of sensitive materials and issues
- Broad and strategic mindset, creative aptitude and effective use of independent judgment
- Effective collaborator with the ability to work both independently and as part of a team
- Ability to function and interact in a professional level capacity to sustain the mission, culture and best interests of COCA and our constituents
- High proficiency with Excel, Adobe Acrobat, Microsoft Teams, Zoom and Microsoft Office Suite
- Experience securing grants for government or non-profit organizations preferred
- Must pass a background check

COMPENSATION

Salary range begins at \$45K annually and is commensurate with background and experience. COCA's benefit package includes medical, a Simple IRA with employer match, paid holidays, tech stipend, vacation and sick leave. Applicant will need to live in or relocate to the Leon County/Capital City region. The hybrid office setting includes on-site and work-from-home locations. A positive, supportive work environment is provided.

TO APPLY (Application reviews will be ongoing until position is hired)

Email résumé, cover letter and three references to Kathleen Spehar, Executive Director at kathleen@tallahasseearts.org *COCA is an Equal Opportunity Employer. COCA does not tolerate unlawful discrimination in its employment practices. No applicants will be excluded from consideration for employment on the basis of gender, race, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local law.*