

THE CITY OF WEST HOLLYWOOD INVITES APPLICATIONS TO THE POSITION OF

PUBLIC ART ADMINISTRATOR

with the Arts Division

The City of West Hollywood is seeking a Public Art Administrator to work within the Arts Division! The Public Art Administrator provides oversight of the City's public art programs (Art on the Outside and Urban Art) and implementation of the urban art ordinance. The position serves as the project manager for city-initiated temporary and permanent art projects; oversees the implementation of private developer-initiated urban art projects; monitors ongoing conservation and maintenance of the Urban Art Collection; serves as a senior staff member in the Arts Division, and reports directly to the Arts Manager. Duties also include management of the Art on the Outside Subcommittee and Urban Art Subcommittee of the Arts and Cultural Affairs Commission.

The Art on the Outside Program (AOTO) is the City's acclaimed temporary public art program. Within the AOTO is the Mural Program, Muralist Roster, and Art on Construction Fence ordinance and Moving Image Media Art Program (MIMA), a digital art program for digital billboards on Sunset Boulevard. MIMA is programmed and curated by a city contractor. The AOTO is funded by the Public Beautification + Art Fund. The MIMA is funded by fees received from the billboard operators. There are ten Art on the Outside projects in various stages of development.

The Urban Art Program is the City's permanent public art program that requires most new development to include an artwork on site, equal to 1% of the development's project value, or pay an in-lieu fee of the same amount. The in-lieu fee payments are deposited into the Public Beautification + Art Fund. There are more than 75 artworks in the Urban Art Collection. The City has three city-initiated urban art projects and six private development urban art projects in various stages of development.

Preferred Experience:

- Excellent written and verbal communication skills;
- Knowledge of public art project management best practices and trends in the public art field;
- Knowledge of general best practices for planning, design, engineering, and construction required for public art projects;
- Knowledge of art conservation and maintenance best practices;
- Ability to prepare documents for public art projects including presentations, RFQ/RFP, contracts, budgets, social media marketing, and meeting materials (agendas, reports, proposals, and briefings).

Minimum Requirements:

Education and Experience:

- Bachelor's degree from an accredited four-year college or university in a related field; and,
- Four to five years of progressively responsible related experience; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Position reports to: Arts Manager

\$9,203.01 - \$11,758.95 MONTHLY
APPLICATION DEADLINE:
OCTOBER 21, 2022 AT 5:00 PM PACIFIC

For Job details and requirements, and to apply online, please visit:

weho.org/jobs

EEO/AA



City of West Hollywood
California 1984