

# ARTS COUNCIL OF FORT WORTH

## Public Art Community Engagement Coordinator Job Description

<b>Job Title:</b>	Public Art Community Engagement Coordinator
<b>FLSA Status:</b>	Part Time, Non-Exempt ( <i>20 hours per week including some evenings and occasional Saturdays</i> )
<b>Reports To:</b>	Director of Public Art
<b>Supervises:</b>	None
<b>Compensation:</b>	Up to \$15.00 / hour

### **Summary**

The Arts Council of Fort Worth provides professional management services for Fort Worth Public Art, which is the City of Fort Worth's percent for an art program established in 2001. The Public Art Community Engagement Coordinator plays a vital role in communicating and scheduling meetings for Project Core Teams, composed of 5 – 7 diverse community stakeholders appointed by City Council Members for specific public art projects. This position is responsible for assisting with all aspects of community engagement, education and outreach efforts, including compiling information and updating the program website and social media, as well as photography and graphic design for external communications for Fort Worth Public Art. In addition, this position assists Public Art Project Managers with artist selection panel meetings and provides administrative support to Director of Public Art and other staff members, as needed.

### **Essential Duties and Responsibilities**

#### **Community Engagement, Education and Outreach**

- Assists Public Art Project Managers with Project Core Team meetings, including scheduling, AV equipment setup and taking notes
- Assists Public Art Project Managers with Artist Selection Panel meetings, including AV equipment set up, ballots and taking notes
- Plans and implements dedication events for newly completed public art projects under the direction of Public Art Project Managers
- Creates opportunities for the public to learn about Fort Worth's Public Art Collection through tours, programming, and other events

#### **Print and Digital Media**

- Compiles and develops content for website, e-newsletter, and social media
- Compiles information and updates program website
- Compiles information for social media for the Arts Council's Public Engagement Manager
- Updates the FWPA website database, including artworks in the collection, projects in progress and commissioned artists

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- Coordinates and creates ads, flyers, invitations, graphics, posters, and other media support for projects and the program
- Collects and archives online and printed press featuring FWPA and other public art initiatives

### Other Duties

- Liaison with the City's Community Engagement Office
- Researches trends and best practices in the visual arts and public art fields
- Provides administrative support to the Director of Public Art, as needed, and general administration and other duties, as assigned

### Qualifications

- A bachelor's degree from four-year college or university **or** an associate degree from a two-year college with focus on visual art or art history, art education, public relations, advertising and marketing, or a closely related field of study, is preferred. However, other related education and experience will be considered provided the candidate has the required skill set
- Work experience in a related field and/or arts administration is preferred; however, other work and volunteer experience will be considered provided the candidate has the required skill set
- Knowledge of or interest in contemporary art
- Willingness to work with a diverse publics and staff, including artists, city officials, community members and stakeholders in all parts of Fort Worth
- Ability to effectively multitask under pressure in fast-paced environment
- Strong attention to detail
- Excellent written and oral communication skills with the ability to be diplomatic
- Ability to write press releases, feature articles, and social media posts, as well as reports, business correspondence, and procedure manuals
- Proficient with Microsoft Office (Word, Excel, PowerPoint) software; experience with Adobe Creative Suite (graphic design and image sizing), WordPress, and database software
- Ability to lift up to 40 pounds
- Valid driver's license
- Experience with digital photography and videography is a plus
- Fluency in Spanish is a plus

To apply, please attach to an e-mail a cover letter and CV/resume. Send all documents to [ajames@artscouncilfw.org](mailto:ajames@artscouncilfw.org)