



CITY OF WEST HOLLYWOOD
 Department of Human Resources
 8300 Santa Monica Boulevard
 West Hollywood, CA 90069

<http://www.weho.org/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:
 PUBLIC ART ADMINISTRATOR**

An Equal Opportunity Employer

SALARY

\$9,203.01 - \$11,758.95 Monthly

OPENING DATE: 09/28/22

CLOSING DATE: 10/21/22

THE POSITION

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).

Job Flyer:

<https://www.weho.org/home/showdocument?id=54582&t=637999753313083089>

If you have problems creating a user account or submitting your online application, please contact NEOGOV applicant support directly at 855.524.5627 (Applicant Support Hours: 8am - 5pm, Monday through Friday).

Condition of Employment:

All new employees, as a condition of employment, must within forty-five (45) calendar days of the date of hire, attest to their vaccination status and provide proof of vaccination or an exemption to the mandatory vaccination policy may be available for a medical, disability, or sincerely held religious belief. Masking and weekly testing (paid for by the City) will be required until proof of vaccination is provided, or the exemption process is completed. For details on how this is applicable to your employment, please contact Human Resources at 323-848-6860.

EXAMPLES OF DUTIES

ESSENTIAL JOB FUNCTIONS:

- Manages the City's public art programs, including; developing program policies and procedures which promote design excellence in development projects throughout the City; managing the selection process for artists and other design professionals; managing all relations and staff support to Commissions and associated constituent groups.
- Develops, implements and coordinates targeted marketing programs for public art events and special programs; oversees marketing design; responsible for the development and production of marketing tools; prepares and administers contracts for vendors.
- Oversees the development of new venues and outlets for public art projects throughout the City; coordinates selection process for consultants, facilitators, and independent contractors for a variety of projects; develops relationships between the arts and local businesses.
- Administers the City's public art programs; coordinating the implementation and completion of complex public art projects and public art conservation and preservation projects; provides expert technical advice.
- Serves as project manager for complex public art projects, including: writing and evaluating RFQ's/RFP's; developing scope of work, schedules and agreements; negotiating and managing complex contractor/consultant contracts; conducting technical reviews of bids and complex project budgets including value engineering and comparative pricing; evaluating proposals; selecting consultants and/or vendors; conducting site visits/inspections and assuring compliance with contract requirements; evaluating Change Orders; providing design review; and interfacing with architects and engineers to ensure quality of projects; overseeing the budgets of consultants and vendors and approving payments.
- Provides information to new and existing businesses and developers about the public art requirements, available development sites, land and buildings; may facilitate the pre development public review process.
- Serves as a liaison and/or member of various committees, commissions, teams, task forces, etc., including: collaborating, persuading, and/or negotiating with others to coordinate efforts and maintain cooperative and efficient relations; developing and distributing agendas; facilitating meetings; coordinating related events; and preparing reports of activities for presentation to executive staff and elected officials.
- Provides comprehensive aesthetic and technical guidance on public art project designs, specifications, construction methods, and materials to the Commissions, artists, developers, and others.
- Develops, reviews and prepares administrative, procedural, and evaluation guidelines for arts proposals; administers contracts and monitors funded public art projects. Coordinates opportunities for City-based artists and arts organizations for increased exposure, funding and support opportunities.
- Develops, analyzes and provides policy recommendations to direct public art programming to appropriate City departments, City Council, and other business and community organizations.
- Researches, develops, interprets, communicates, and monitors ordinances, regulations, policies, procedures, codes, standards, etc.; recommends improvement when necessary and writes/revises same.

- Establishes ongoing relationships and communications with local, county and state arts agencies, local arts ad-hoc coalitions, corporations, civic groups, and individual artists; responds to inquiries and provides information on public art.
- Coordinates information about City's public art for the various public art social networking sites; ensures all web and social media content for City's public art is accurate and up-to-date; create web content for City's public art projects and programs as needed.
- Manages the development and implementation of a cohesive marketing and outreach strategy for the City's public art projects and programs.
- Prepares presentation materials submitted for City Council review.
- Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports, resolutions and staff reports and makes presentations.
- Makes presentations to business and neighborhood groups, City Boards and Commissions, City Council, and the public and represents Department at various meetings.
- Establishes and maintains effective working relationships with a variety of individuals, both internally and within the community to provide information, disseminate departmental information and assist in resolving business related issues; participates in meetings with developers, businesses, citizens, community leaders, and City personnel on public art projects and programs.
- Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures; processes routine and non-routine matters independently.
- Performs specialized research and statistical work on assigned subjects for staff and management

IMPORTANT JOB FUNCTIONS:

- Assists in determining budgets for projects.
- Assists in planning long-range goals and objectives for the division; assists in planning and implementing short-term or annual goals, objectives, and strategies for the department, projects or programs to ensure efficient organization and completion of work
- Researches and identifies grant opportunities; prepares grant applications for public art projects.
- Researches, develops, interprets, communicates, and monitors ordinances, regulations, policies, procedures, codes, standards, public art best practices, etc.; recommends improvement when necessary.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- May serve as backup for other positions within the department.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

- Computer
- General Office Equipment
- Audiovisual Equipment

MINIMUM QUALIFICATIONS REQUIRED**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.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles, best practices and techniques of arts administration and public art project management, including contract management.
- Principles, best practices and techniques of planning, design, engineering, construction, etc.
- Budget development processes and procedures.
- City government organization and operations.
- Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.
- Principles and practices of research, analysis, data compilation, and effective report writing and presentation.
- General grant application requirements and procedures.
- Theories and practices of public art.
- Principles and practices of social media and website content.
- External governmental bodies and agencies related to area of assignment.
- Record keeping, report preparation, filing methods, and records management techniques.
- Principles, practices, and techniques of effective customer service and collaborative problem solving.

Skill in:

- Project management.
- Planning, organizing and directing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum amount of direction.
- Preparing clear and concise reports, correspondence, and other written materials.
- Evaluating project specification, and reading and interpreting blueprints, construction plans, drawings and maps. Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving administrative and technical situations and problems.
- Establishing and implementing relevant policies and procedures; and interpreting and applying laws, rules, regulations, and policies. Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Collecting, compiling, and analyzing complex data and statistical information.
- Analyzing policy issues/problems, and develop recommendations regarding administrative and financial solutions.
- Resolving conflicts between consultants, staff, and others associated with a project and negotiating consensus solutions.
- Preparing and managing contracts.
- Being innovative in leveraging limited resources.
- Communicating orally and in writing with internal staff, the public, and City and government officials in order to give and receive information in a courteous manner.
- Preparing and delivering presentations.
- Using tact, discretion, initiative, and independent judgment within established guidelines.

Abilities:

- Ability to prepare and interpret documents such as contracts, reports, and procedure manuals.
- Ability to communicate in English both orally and in writing at the appropriate level.
- Ability to learn and follow City and departmental policies and procedures.
- Ability to think critically, problem solve, analyze information and negotiate solutions.
- Ability to deal with problems involving several complex variables in standardized situations.
- Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Ability to establish and maintain effective working relationships with others.
- Ability to deal with problems involving several complex variables in non-standardized situations.
- While performing the essential functions of this job, the incumbent is regularly required to sit and stand; use hands to finger, handle, or feel objects; reach with hands and arms; climb ladders; speak and hear; and push, pull and/or lift up to 20 pounds occasionally.

Working Conditions:

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet, but can be loud at some locations.
- Working time may require irregular hours, weekends, holidays and/or on-call status.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The City of West Hollywood is an equal opportunity employer. The City provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, genetic information, military and veteran status, age and pregnancy.

Applicants must submit a City job application with the Human Resources Division by the filing deadline. AA/EOE.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.weho.org/jobs>

OR

8300 Santa Monica Boulevard,
West Hollywood, CA 90069

EXAM #22-50282-02
PUBLIC ART ADMINISTRATOR
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PUBLIC ART ADMINISTRATOR Supplemental Questionnaire

- * 1. The following Supplemental Questionnaire is part of the examination for this position and will be used in determining your qualifications. In order to receive every consideration in the selection process, you must complete all questions with concise but detailed answers and provide all requested information. The experience you indicate in your responses to the supplemental questions must also be described, in detail, on the Work History/Experience section of your Employment Application. The hiring department will review each answer to evaluate your qualifications. Responses such as "See Resume" or "See Application" will result in your application not being considered.

Verification: Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City of West Hollywood.

By continuing in the recruitment process, you are certifying that all information provided in the Supplemental Questionnaire is true to the best of your knowledge. If you are selected to continue in the recruitment process, your qualifications may be evaluated through employment verification, reference checks, and written, skill assessment, and oral examinations.

Select "Yes" to reflect that you have read and understand this statement.

Yes No

- * 2. What is your highest level of education completed?
- High School Diploma or GED
 - Some College Coursework
 - Associate Degree

- Bachelors Degree
- Masters Degree
- Juris Doctor (JD)
- Doctorate (PhD)
- Not Applicable

* 3. Describe your knowledge of principles, best practices, and techniques of public art project management

* 4. Describe your knowledge of contract and budget management

* 5. Do you have the ability to travel to multiple sites as part of the regular job duties?

- Yes No

* Required Question