



JOB DESCRIPTION:

PUBLIC ART PROGRAM ASSISTANT

Under direct supervision of the Public Art Manager, the Public Art Program Assistant will facilitate coordination and administration of the Public Art Program and related activities including but not limited to the cultural plan, Betty Mae Kramer Gallery and Public Art Trust Steering Committee.

Activities and responsibilities include:

- project coordination
- database and collections management
- internal and external communications
- community outreach
- promotional activities
- coordination of special events and programs
- administrative support
- support social media asset and post development

and performing other day-to-day activities as assigned by the Program Manager and/or the cultural plan team.

IDEAL CANDIDATE:

- At least 1 year of relevant and related work experience
- Work, volunteer, or internship experience in arts management, public art, cultural planning, public administration, or other related fields.
- Strong interest in public art or arts management
- Excellent verbal and written communication and editing skills
- Confident user of MS Office, Outlook and Adobe Creative suite (or Canva), willingness to learn new systems.
- Detail-oriented and experience with subject specific research
- Skilled in time management, prioritization, and organization
- Basic knowledge of program management and budgeting principles
- Experience in graphic design and project management software (i.e. Asana) a plus

ESSENTIAL DUTIES:

- ◆ Aids with administration of public art projects at various stages of development i.e. supporting the drafting of calls for artists and various reports; helping develop presentations and support materials for artist selection panels, helping administer contracts and payments, coordinating meetings of the Public Arts Trust Steering Committee, fielding inquiries related to the Public Art program.

- ◆ Supports management of the Betty Mae Kramer Gallery, including communication with participating artists and guest curators; permitting and coordination with building management; development of exhibition labels and gallery book materials; and coordination of artist materials.
- ◆ Helps coordinate community outreach efforts for cultural plan including drafting and updating assets for the Public Art webpages, social media posts (inc. Facebook, Instagram, Twitter), content for the monthly e-newsletter, various PR materials and press releases for public art.
- ◆ Assists with planning, coordination and facilitation of meetings, cultural programs and special events, including calendaring and room reservations, creating promotional materials, catering and rental bookings; volunteer recruitment and coordination.
- ◆ Organizes, digitizes and maintains project files, visual documentation and historical records.
- ◆ Professionally communicates and maintains close professional relationships with CEO, public art manager and cultural plan team, artists, other county departments, contractors, as well as various stakeholders (i.e. project managers, architects, construction or arts and design professionals, vendors, volunteer groups and community members).
- ◆ Demonstrates courteous and cooperative behavior; acts in a manner that promotes a harmonious and effective workplace environment.
- ◆ Works closely with the Public Art Manager and cultural plan team to perform other related duties as assigned.

This is a limited hourly non-benefited hybrid position for between 10 and not to exceed 20 hours per week; the rate is \$36/hr. The weekly schedule will be determined based on the assignment; some weekend and evening hours may be required.

How to Apply: Send a cover letter and resume to: HR@creativemoco.com with subject line, "Public Art Program Assistant." NO PHONE CALLS PLEASE.

ABOUT ARTS AND HUMANITIES COUNCIL OF MONTGOMERY COUNTY

The arts and humanities in Montgomery County, Maryland, are vibrant and vital to the well-being of our community. Since 1976, the Arts and Humanities Council of Montgomery County (AHC MC) has been the county's designated local arts agency, committed to providing non-profit organizations, artists and scholars with the resources they need to continually bring quality arts and humanities to this community. AHC MC's vision is to provide leadership that sustains arts and humanities organizations, artists and scholars and inspires participation in our County's rich cultural assets. In addition to distributing over \$6 million in grants each year to organizations and individuals, AHC MC provides marketing resources and opportunities to the arts and humanities community in Montgomery County.

Office location: 801 Ellsworth Drive, Silver Spring, MD 20910 | Website: <http://creativemoco.com>