Position: UrbanArt Commission – Program Manager (full time)

UrbanArt Commission (UAC) is hiring a Program Manager to support the organization’s mission of connecting artists and neighborhoods to shape spaces through public art. This position will work closely with the Executive Director and the UAC team to engage stakeholders and support artists through the development of public art and programming, with an emphasis on curatorial initiatives and artist development programming. This position is responsible for facilitating the commissioning process, managing artists’ progression through design, fabrication and installation for assigned projects.

Finally, all UAC team members are responsible for collaborating internally and externally to implement the strategic plan adopted in June 2018. Organizational goals include growing support of Memphis-based artists through project and training opportunities offered by UAC and to create greater connections with residents to public art in neighborhoods across the city, and to expand the scope of public art produced by UAC.

Reports to: Executive Director

Essential Duties and Responsibilities

+ Manage specific public art/design enhancement projects, as assigned, including project planning, monitoring fabrication and installation of artworks, and maintenance coordination
+ Develop and implement programs as assigned, including but not limited to rotating exhibitions, artist training and workshops, and temporary public art installations
+ Facilitate community and stakeholder engagement efforts through the project development process and support UAC’s relationships in neighborhoods across Memphis
+ Coordinate with key partners in the planning and execution of programs and events
+ Manage revenue and expenses for programs based on the organization or project budget
+ Recruit and manage volunteers and interns to assist in program implementation, as needed
+ Contribute social media and communications content related to portfolio

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Overall qualifications required include proven ability to work with a diverse range of people, personas and public interest.

+ Previous project management experience required
+ Professional background in or knowledge of fine art or design strongly preferred
+ Experience with Photoshop, graphic design and/or artist portfolio development strongly preferred
+ Detail oriented, highly motivated and organized
+ Excellent communication and inter-personal skills
+ Able to work nights and weekends, as needed, for events (as COVID allows)
+ Interest in a lively, creative work culture
+ Interest or experience in visual art, public art, and/or neighborhood engagement a plus
+ Commitment to UAC values of equity, transparency, and growth, with particular focus on centering people and Memphis in our work

**Education/Experience**
Equivalent to a Bachelor's degree from an accredited college or university with major coursework in arts management, art history, design, or a closely related field. 2-5 years previous project management experience required, specifically coordinating multiple stakeholders and adhering to a timeline. Professional background in public art, design and contemporary art issues a significant plus.

**Compensation**
Salary range begins at $40,000 and will be commensurate with years of experience and qualifications.

Applicants should email a current resume including a letter of interest not to exceed 1 page and 3 professional references with the subject line “Program Manager application” to: HR@uacmem.org.

**About us:** UAC is an independent non-profit organization committed to creating opportunities for artists and neighborhoods to connect and shape spaces through public art. UAC is committed to equity and inclusion in our work. People of color, LGBTQ+ individuals, differently abled persons, indigenous peoples and women are strongly encouraged to apply. Visit www.uacmem.org.