NOTICE OF VACANCY

TITLE: Staff Planner (Arts and Culture)

POSITION STATUS: Full-time, 35 hours per week, non-union position with benefits

REPORTS TO: Director, Planning and Community Development

SALARY: $45,000 to $55,000 DOQ

JOB SUMMARY
The Staff Planner for Arts and Culture works to integrate arts, culture, and creativity into City projects, plans, and policies. The position is responsible for implementing and managing the Public Art Initiative and other economic development projects relating to creative placemaking and creative community development. The position manages the Creative Entrepreneur Program at Artists’ Row and the scheduling of events at Old Town Hall.

SUPERVISION RECEIVED
Works under direct supervision of the Director of Planning and Community Development. Performs duties independently under policies established by the Director.

MAJOR DUTIES
• Manage the Public Art Initiative and facilitate communication among the City Departments, Salem Redevelopment Authority and Public Art Commission.
• Develop the yearly Public Art Work Plan, in collaboration with the Public Art Commission.
• Manage all aspects of commissioning and acquisition of permanent or temporary public art.
• Ensure that the City’s public art collection is properly documented, maintained and conserved.
• Write grants and solicit funds to support the Public Art Initiative. Monitor upcoming capital projects and private development proposals that are possible candidates for public art projects.
• Manage all aspects of the Creative Entrepreneur Program on Artists’ Row including management of the facilities.
• Manage communication and outreach for Public Art, Artists’ Row and Old Town Hall.
• Staff the Public Art Commission.
• Manage the event calendar and schedule function managers at Old Town Hall
• Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES
• Thorough understanding of public art policy, creative placemaking, and community economic development.
• Must be innovative, detail-oriented, experienced in highly visible projects.
• Excellent communication, analytical, and interpersonal skills. Ability to write reports and relay information in various media and in a variety of settings. Demonstrable successful experience in grant writing.
• Capable of managing multiple, high-priority assignments simultaneously.
• Strong ability to establish and maintain effective working relationships with co-workers, officials, artists and the public. Working knowledge of urban design, historic preservation, and public
● Knowledge of local, state, federal, and philanthropic grant opportunities.
● Valid MA driver’s license in order to get to and from sites located within the City and the Commonwealth at various times during the workday.
● Proficiency with Microsoft Office Suite.

EDUCATION AND EXPERIENCE
Bachelor’s degree in public art, creative placemaking, arts management, public administration, planning or a related field and a minimum of three years (3) related experience, preferably in a municipal or state agency or a public/private partnership in the arts or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Master’s degree preferred.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, talk or hear. Specific vision abilities required by this job include close vision and depth perception. Regular use of computer keyboards requiring eye-hand coordination and finger dexterity. The employee will be required to perform site visits at public art sites, Artists’ Row and Old Town Hall.

WORK ENVIRONMENT
The noise level in the work environment is usually moderate. However, noise level may increase during outside site visits. Outdoor field and site work is performed under a variety of weather conditions, including inclement weather. Duties involve a combination of activities in normal office setting as well as outdoor field and site work.

Attendance at evening meetings and occasional travel to meetings and other communities.

Qualified individuals are encouraged to apply with cover letter and resume to jobs@salem.com no later than April 11, 2018.

The position is becoming available as a result of a retiring staff person. In order to facilitate a smooth transition, it is preferred to have the new person start work on May 21, 2018.

CITY OF SALEM, Human Resources
Lisa B. Cammarata, Director
120 Washington Street, 4th floor
Salem, Massachusetts 01970

DATED: March 23, 2018

AA/EEO