

Employment Opportunity at Mural Arts! - Director of Community Murals

Mural Arts Philadelphia is the largest public art initiative of its kind, dedicated to the belief that art ignites change. For over 30 years, Mural Arts has united artists and communities through a collaborative and equitable process, creating nearly 4,000 artworks that have transformed public spaces and individual lives. Mural Arts aims to empower people, stimulate dialogue, and build bridges of understanding with projects that attract artists from Philadelphia and around the world and programs that focus on youth education, restorative justice, mental health and wellness, and public art preservation. Popular mural tours offer a firsthand glimpse into the inspiring stories behind Mural Arts' iconic and unparalleled collection, which has earned Philadelphia worldwide recognition as the "City of Murals."

Mural Arts seeks candidates who value and demonstrate the following core competencies: committed problem solving; deep thinking and fearless creation; inquisitive learning; thoughtful communication; mindful collaboration; personal accountability; and a commitment to actively prioritizing diversity, equity, and inclusion (DEIAB) in the workplace.

Mural Arts is seeking a Director of Community Murals. The Director of Community Murals is responsible for leading and managing the Community Murals staff, the mural application process, managing and developing the departmental budget, as well as the strategic growth of the Community Murals program. The Director also serves as a thought partner to the Executive Director helping to identify emerging and established artists whose work and artistic process align with the mission and values of Mural Arts.

The Director is in charge of project management of the department's extensive annual project portfolio, as well as policy development for the Community Murals Department, and oversees all facets of the department's community mural process, including project management, administration, budgeting, fundraising, policy development, and community outreach.

The Director will also support Mural Arts by being an active member of Philadelphia's artistic community and by keeping up-to-date with national trends in artmaking and community centered artmaking practices. The Director of Community Murals will be a valued member of the leadership team and is expected to be an ambassador for the program.

This is a full-time position and reports to the Executive Director of Mural Arts.

GENERAL RESPONSIBILITIES:

- Manage Community Murals staff and Community Murals contract project managers to organize and monitor operations, production and resources to assure the successful completion of the department's public art projects.
- Project Management of a select portfolio of projects
- Department budget creation and oversight
- Act as a liaison between City departments and Mural Arts
- Work regularly and closely with staff, Executive Team, program directors, and project managers.
- Manage multiple tasks with numerous deadlines simultaneously, independently, and efficiently.
- Mediate and coordinate multi-stakeholder relationships including project managers, businesses, community groups, members of local government, artists, suppliers, and contractors.
- Be an ambassador for Mural Arts programs at conferences, workshop opportunities and community events, where applicable.

DUTIES:

- 1. Oversee community mural application process.**
 - a. With the Executive Director, the Community Murals staff, and the Project Management Officer (PMO), select mural projects for the following season and fiscal year.
 - b. Initiate and maintain correspondence with new and past applicants concerning their application status.
 - c. With the PMO and community murals project managers maintain mural application files on each project, including all contact information, technical information and miscellaneous correspondence.
- 2. Community outreach and facilitation.**
 - a. Initiate the development of accepted mural idea applicants into fully viable projects.
 - b. Evaluate community satisfaction with mural projects.
 - c. Be a strong advocate for community input and mediate any concerns, problems, issues that arise among partners and public at large.
- 3. Artist management and administration.**
 - a. Work with the Executive Director to identify artists projects and maintain an artist pipeline.
 - b. Serve as a liaison between the department and artists
- 4. Technical support.**
 - a. Act as a liaison for Community Murals and Operations regarding priorities, when needed.
 - b. Understand the technical process of mural design and install process.
- 5. Maintain Mural Data.**
 - a. Ensure mural data for database/recordkeeping is collected from staff and contractors upon project closeout and shared with PMO.
 - b. Provide data to the Development department required for funder and city reports.
 - c. Work with the Finance Director to generate monthly reports of activity for the Mayor's Office.
- 6. Development and fundraising**
 - a. Work with the Director of Development to cultivate opportunities for alternate funding of projects.
 - b. Work to acquire financial support for project budgets and initiatives
- 7. Constituent Support and Public Engagement.**
 - a. Oversee organization of constituent groups for City Council hearings.
 - b. Serve as a point of information for interested applicants, interested participants, students and other general inquiries.
 - c. Field general inquiries from the public and community leaders about mural-making and how to potentially work with Mural Arts.

The successful candidate will possess:

- Exceptional attention to detail.
- Organized and methodical approach to work.
- Strong analytical abilities and commitment to problem-solving.
- Interest in and knowledge of the City of Philadelphia, community groups, and the arts community.
- Ability to work in a fast-paced environment.
- Ability to work collaboratively to meet departmental goals.
- Management and teambuilding skills.
- 5+ years of experience in arts-based project management and/or community engagement.

- Knowledge of community based mural creation or community design processes.
- Valid Driver's License.

QUALIFICATIONS:

- 5-8 years proven experience in all facets of project management required,
- Experience in arts management and a commitment to community arts preferred.
- Experience working with the public, diverse communities, community organizing within the public and private sectors preferred.
- Must be enthusiastic and flexible.
- Ability to work nights and weekends.

SALARY: \$65,000 annually with benefits.

Interested applicants should submit a resume and cover letter to Kathryn Poole, Project Management Officer at <kathryn.poole@muralarts.org>. Applications will be accepted until a hire is made.