

Employment Opportunity at Mural Arts – RJ Project Manager/Admin Support

Mural Arts Philadelphia is the nation's largest public art program, 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 over 4,000 artworks that have transformed public spaces and individual lives. Mural Arts aims to empower people, stimulate dialogue, and build bridges to 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 and its 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."

Restorative justice is an alternative to traditional means of rehabilitation and punishment which brings together returning citizens and community members, focusing on conversation and understanding as the first steps on the path to healing. Art education, paired with personal and professional development, and hands-on assistance on mural projects forge the growth of strong, positive bonds between returning citizens and justice-impacted communities. We place a strong emphasis on work readiness within our Guild program and give creative voice to people who have been disconnected from society.

Restorative Justice participants feel empowered by their accomplishments and emerge with a newfound sense of pride in their own abilities and enhanced employment readiness skills. The Restorative Justice program cultivates resilience in individuals as they transition from incarceration back into civilian life.

The project manager is a full-time position and manages a portfolio of community-based public art projects on a wide range of themes. In addition, the Project Manager provides administrative support to the RJ Department, including but not limited to contracts, timesheets, invoices and budgeting needs.

Responsibilities include:

- Communication with the full range of stakeholders including community members, funders, internal staff, site partners, faculty, Guild Coordinators and Guild participants; Engaging the public and negotiating community concerns
- Managing artists, assistant artists and other contractors
- Collaborating on project-specific marketing and public relations efforts

- Planning and implementation of project-specific public meetings, events and programs
- Budget development, monitoring and compliance in conjunction with the RJ Director
- Negotiating and managing fees, timelines, contracts (including wall and lot authorizations for mural installations), and performance expectations
- Utilizing internal project management protocols, including regular meetings with the Mural Arts Project Management Officer and RJ Director to update project portfolios
- Working with RJ Director and Mural Artists on implementation of project-based programming
- Regular meetings with RJ Director to prioritize project tasks
- Ongoing site visits to program and workshop sites
- Collaboration with the Restorative Justice team on development of projects and strategic planning
- Administrative support including, but not limited to, invoices and contracts for projects, budget creation, submission and monitoring, and program compliance with grants
- Credit card allocations
- Monitoring grants as directed by Director

Building strong, meaningful and lasting relationships with community members is a key responsibility of the Project Manager. They serve as an ambassador of Mural Arts in project communities at all times, while accompanying the artist through their creative process. The Project Manager will be expected to work some nights and weekends as project work demands.

Qualifications:

The ideal candidate will have at least three years' experience in project management and must be highly organized. A background in the visual arts or other creative processes is helpful, and knowledge of public or contemporary art or muralism is a plus. The project manager must be detail-oriented and have a solid record of bringing projects in on time and on budget. They should be able to juggle many tasks and to maintain focus in a fast-paced, high pressure environment. Ability to reorder priorities, delegate and multi-task – with ease and grace – is a must. The project manager must also be able to work well with many different kinds of people in diverse settings, have a commitment to social justice issues and have experience in conducting public presentations and moderating public conversations. A valid driver's license with a clean driving record is required. Commitment to the mission and values of the Mural Arts Program, a solid work ethic, excellent interpersonal skills, political

savvy, and a respect for teamwork are critical to success in this position. The candidate should have an interest in mental and behavioral health.

Additional Requirements Include:

Requires a BA or BS in related fields, or equivalent experience and knowledge. At least three years of experience in small- and large-scale project development and management. Previous experience with budgets, purchasing, inventory, staffing and short- and long-range planning preferred. Valid driver's license.

Salary

This is a full-time, exempt salaried position. Mural Arts offer a competitive and comprehensive benefits and holiday package. The salary is up to \$50K, commensurate with experience.

To Apply:

Interested applicants must submit a cover letter, resume, and list of up to three (3) professional references at restorativejustice@muralarts.org with "Project Manager" in the subject line. No phone calls or recruiters please.

For more information, call 215-685-0750 or visit muralarts.org. Follow us on social media: @muralarts, on [Twitter](#) and [Instagram](#), [MuralArtsPhiladelphia](#) on Facebook, and [phillymuralarts](#) on YouTube.