

**Open to the Public**  
**February 14, 2020**

**PACE (Public Art Community Engagement) Manager**

Lancaster, PA (Pop. 61,564) - The City of Lancaster is located in south central Pennsylvania and serves as the county seat of Lancaster County and is one of the oldest inland towns in the United States. The city has a total area of 7.4 square miles and is centrally located between Washington, D.C., Baltimore and Philadelphia.

The City was listed as the #32 in "Best Places to Live in the U.S." by Newsweek in 2018 and Lancaster County was named #1 "Best Place in the Country to Retire" by U.S. News & World Report in 2019. Additionally, Forbes ranked it "14 Best Places to Travel in the U.S." in 2019.

**Primary Function**

The PACE Manager works within the City of Lancaster's Office of Public Art. Reporting to the Public Art Manager, the position is responsible for managing Public Art Community Engagement (PACE), a program that pairs artists with neighbors to define future public art projects that fit wants, needs, and desires of the people that will experience it the most, through art-making-centered conversations. PACE artists foster deeper connections within the community to create meaningful works of public art with the people for whom it matters most. The PACE Manager works to facilitate resident-driven public art projects in Lancaster City neighborhoods. They have skill sets and knowledge in both public art and community service.

**Education, Training and Experience**

- High School diploma or GED and formal arts training required; BA/BFA preferred. If applicable, a desired degree is in one of the following fields of study: Art, Design, Communications, Social Work.
- Five (5) + years of experience working in the arts is required
- Two (2) + years of experience serving community is preferred.
- Arts Education experience is preferred.

**Licenses and Certificates**

- Possession of a valid, PA state driver's license or other state equivalent is required.

**Comments**

- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

***Applications will be accepted until 5:00 PM on Friday, March 13, 2020.***

**Salary Range: \$41,304.66 - \$53,696.06, depending on qualifications**

**Full time, Full benefits**

To apply online and view the full job description, please visit <http://www.cityoflanasterpa.com/jobs> .



## Job Description

Job Title: <b>Public Art Community Engagement Manager (PACE)</b>	Job Code: <b>2142</b>
Department: <b>CPED, Office of Public Art</b>	FLSA: <b>Exempt</b>
Job Grade: <b>1009</b>	Effective Date: <b>2/2020</b>
Reports To: <b>Public Art Manager</b>	Revision Dates:

### Primary Function

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### Principle Duties & Responsibilities

- Develops and facilitates programming for the PACE BC cohort, including organizations and community partners to create cohort artists.
- Interacts frequently with non-native English speakers
- Collaborates closely with the Public Art Manager, the Director of Neighborhood Engagement and two AmeriCorps Vistas to guide program in a collective manner.
- Manages multiple community-driven public art projects and assists artists with project completion
- Coordinates project-specific marketing and public relations efforts
- Manages budget, contracts and invoices for art-related initiatives
- Fosters relationships among artists, community business partners, donors and internal staff
- Assists in development of Project Partnership and maintenance
- Works with new and existing neighborhood groups/community members to help plan for neighborhood art and landscape design

### Position Qualifications

#### Knowledge, Skills and Abilities

- Follows safe practices in the performance of the position duties.
- Demonstrated knowledge in best public art practices that place high value on creative placemaking and placekeeping.
- Passion for arts and community.
- Understands how art can be used to foster critical dialogue and create meaningful experiences that connect communities
- Enjoys working with people and is comfortable interacting in social situations
- Ability to set goals and work through milestones to achieve them
- Ability to work independently and self-solve issues as they arise.
- Ability to manage multiple arts-based community development projects at any given time period.
- Excellent interpretive, writing, presentation/public speaking, and communication skills.
- Maintains a positive attitude and admirable work ethic with the City staff, community stakeholders and all those connected to projects undertaken
- Spanish speaking & writing ability is strongly preferred.
- Must possess ability to maintain confidential information in a professional manner.
- Strong organizational and planning skills



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- Ability to manage a budget and assist with related grant funding
- Ability to use Microsoft Word/Excel/Adobe Creative Suite/Squarespace/Instagram
- Proven ability to read, write, speak and comprehend English is required.
- Takes pride in performing quality work and conducts business professionally.
- Works with partners across organization, with community partners, and external resources to achieve bureau and organizational goals.
- Commits to doing the right thing; takes responsibility and is honest.
- Treats others with respect, behaves courteously, listens to and values others' input.
- Ability to work on community art projects.

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### Environmental Conditions

- Exposed to inclement weather and extreme temperatures for periods of time, including periods of standing outdoors, at times on uneven terrain.
- Works outdoors and indoors with, or without, heat and /or air conditioning.
- Exposure to noise and pollution.

### Safety Equipment Used or Needed

- None

### Comments

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