

Technical Skills

- Strong knowledge of public art principles, project management, and best practices in art conservation.
- Familiarity with regional and national public art programs, artists, and selection processes.
- Ability to manage multiple concurrent projects and establish effective timelines and priorities.
- Excellent communication and public speaking skills.
- Strong written skills for policy, reports, and public communication.
- Ability to build and maintain productive relationships with a wide range of stakeholders.
- Understanding of public-sector finance and procurement.
- Knowledge of architectural drawings and construction workflows.
- Proficiency in Microsoft Office Suite, City-wide Financial software, and artist submission tools.
- Familiarity with zoning, permitting, and applicable municipal codes.

Education and Experience

Master’s degree in Art, Arts Administration, Art History, Architecture, Public Administration, Urban Planning, Cultural Policy and one (1) year of professional experience in public art program administration, public arts project management, or cultural program coordination

OR

Accredited Bachelor's degree in Art, Arts Administration, Art History, Fine Arts, Architecture, Urban Planning, Public Administration, or Cultural Policy and Three (3) years of professional experience in public art program administration, public arts project management, or cultural program coordination

OR

High School Diploma and seven (7) years of professional experience in public art program administration, public arts project management, or cultural program coordination

**Certificates/
Licenses/Special
Requirements**

Must pass a background check as prescribed by the City

**Supervisory
Responsibility**

May supervise divisional administrative support

**Supervision
Received**

Work is performed under general supervision of the Division Manager

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

4/2025

Revised

4/2025