



**Open Position: PROJECT MANAGER (up to two positions)**

**Salary Range \$50,000 - \$75,000**

**Full time (40hrs/week), permanent employment - Cleveland, OH**

**Submit resume and application at [LinkedIn.com](https://www.linkedin.com)**

Well-designed and active public spaces make cities better. LAND studio advocates for, enhances, and connects Cleveland's public spaces to foster a competitive and welcoming city. For more than thirty years, we have managed a wide range of public art installations, cultural programming, and civic space development projects across the city of Cleveland and surrounding communities. The organization's mission is to create places and connect people through public art, sustainable building and design, collaborative planning, and dynamic programming. Our vision is to make Cleveland a city filled with vibrant, textured places that unite, inspire, and enrich its people.

We acknowledge our role as stewards of public space and investments in the arts. We are committed to continuously improving our work to reflect Cleveland's diverse neighborhoods and eliminate barriers to participation more fully. We are committed to creating and maintaining opportunities for everyone, regardless of race, gender, ability, or the community in which they live.

#### **POSITION OVERVIEW**

Wondering if you can see yourself at LAND studio? Not everyone at LAND studio has a background in design or art.

Our common bond is a relentless optimism for Cleveland and its wonderful collection of unique neighborhoods. We believe that welcoming public spaces and art that reflect the personality of those places has the power to bring people together. We believe that the public should have a voice and play an active role in shaping the places they live. Our team are creative problem solvers that take great pride and care in our work with communities. We strive to be excellent communicators and even better listeners.

LAND studio seeks **up to two staff members** who are excited to enhance the urban environment through planning, promotion, and activation of public spaces. Working directly with Cleveland residents and organizational partners, the selected candidate(s) will serve as staff support in the development of public space and artwork installation initiatives throughout public settings in Cleveland neighborhoods.

The Project Manager will oversee the planning and implementation of projects. They will collaborate with LAND colleagues, partners, funders, and designers in the planning, development, and execution of a range of projects. The ideal candidates for this position will work well independently and, on a team, seek creative solutions to project challenges, create and manage budgets, and keep the goal of delivering projects at the highest level and with the best collaboration possible.

If this sounds at all like you, let's talk. Questions? Still not sure if this is the job for you – Let us know!

#### **ROLE OVERVIEW:**

In this role, the PROJECT MANAGER will manage day-to-day project logistics on individual projects and act as the front line for interaction with community stakeholders, project partners, and creative professionals.

Specific duties may include but are not limited to:

### **Project Planning & Development**

Ensures that projects and programs are executed with the highest quality results

Participates in the creation and development of new projects and programs

Research new talent and builds relationships with artists, designers, and fabricators to ensure all projects are created to the highest possible standards

Willingness to learn and grow an in-depth knowledge of fabrication methods and materials to act as a liaison between artists, designers, and builders

Develops strategies for convening selection committees and juries for project competitions

Engages in the creative processes with artists, designers, and fabricators

Manages the work of and communication among project partners, including artists, design professionals, fabricators and other contractors, businesses, nonprofit organizations, and government entities

Develops project-specific calls for artists, requests for proposals or qualifications (RFPs or RFQs), and scope of work documents

Presents artwork, artists, and projects for approval by city review bodies and other entities as necessary

Assembles and convenes project-specific advisory groups

Develops and maintains project budgets, timelines, and workflow

### **Other Duties**

- Provide regular updates to LAND studio's staff and supervisor about project milestones, project growth opportunities, and content for outreach and other communications vehicles as requested
- Strategizes with colleagues to identify potential funding sources for specific projects
- Participates, as requested, in organizational fundraising activities and events.
- Supporting program, marketing, and development staff in a variety of capacities
- Assisting with proposals and grant requests
- Assisting with public art installations
- Creating project presentations
- Daily communication with staff leadership
- Regular project and administrative tasks that could include, but are not limited to working with contracts, completing timesheets, and payables, etc.

### **QUALITIES + EXPERIENCE**

Demonstrated commitment to racial equity + inclusion

Proficiency with Windows 11, PowerPoint, Adobe and related programs

Interest in urban neighborhoods and public art is desirable, but not required

Previous experience working in public-facing roles, even if they are outside of this field is desirable

### **THE DETAILS**

**Position type:** Full-time, salaried

**Reports to:** Senior Project Management Team

**Salary range:** \$50,000-\$75,000, commensurate on position and experience. Negotiable.

H.S.A. medical, dental, vision, and life insurance

403b savings plan and employer match

Paid holidays and paid time off

Parental Leave

**Location:** Flexible mix of work in the LAND office + remotely. In-office and remote hybrid, currently fully remote due to COVID-19 pandemic. Project management will also require local and regional travel to projects and on-site work.

### PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Climate controlled open office environment

The capability to work from home or remotely as needed

Prolonged periods stationary at a desk and working on a computer

Standard work hours with possible exceptions when needed

Possible project site visits or off-site events

While performing the duties of this job, the employee frequently is required to remain stationary during standard work hours; move through the building; and operate a computer and other office productivity machinery such as copy machine, scanner and computer printer

The employee in this position frequently communicates with staff and outside partners. Must be able to exchange accurate information in these situations

The employee must occasionally lift or move office products and supplies, up to 20 pounds

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

### EQUAL EMPLOYMENT OPPORTUNITY

LAND studio is an Equal Opportunity Employer and value workplace diversity. We do not discriminate against any employee or applicant because of race, color, sex, age, national origin, religion, sexual orientation, gender identity or expression, status as a veteran and basis of disability or any other federal, state or local protected class.

### TO APPLY

**The Project Manager job opening is available effective July 26, 2022 and is expected to remain open the duration of one month. Please see our job posting on [LinkedIn.com](#) to submit your cover letter and resume for consideration. For more details about LAND studio, please see our website at [LAND-studio.org](#).**

**LAND STUDIO | 1939 W. 25<sup>th</sup> Street, Second Floor**