

Job Title: Project Manager

Time Status & Schedule: Full-Time

Compensation: \$65,000 - \$75,000

Reports to: Deputy Director

Works closely with: Assistant Curator, Development Manager, Communications team, external partners, vendors, and site contacts

Location: Up to 2 remote days per week

Job Overview

The Project Manager executes the production strategy for the Boston Public Art Triennial, including Triennial 2028 and Signature projects, while also providing support for the Triennial's Accelerator program. Reporting to the Deputy Director, the Project Manager works collaboratively with stakeholders, internal and external to the Triennial, to successfully oversee public art projects and develops and implements processes, strategies, and tools to bring installations from conception through realization in support of the Triennial's mission to make Boston a public art city. They have 2 remote office day options and may spend considerable time on-site during periods of installation, activation, and deinstallation.

Job Mission

Execute creative and effective project management systems that motivate artists and team members to deliver public art projects on time and on budget, in support of a virtuous cycle of art production and the organization's vision of an open public art city.

Key Behaviors

The Project Manager is:

- Persistent, driving, and proactive
- Organized, independent, and accountable
- Flexible and calm under pressure; accepting of emerging practices
- A calm, clear, and motivating communicator who shifts tone according to audience
- Invested in cultivating productive, positive, and sustainable relationships with stakeholders and vendors
- Committed to building greater equity and inclusivity in the arts

Metrics

The Project Manager succeeds when:

- The 2027 Signature projects have an established timeline, the artists are contracted, sites are permitted, and the artwork is fabricated and installed on time and on budget
- Lan Tuazon's Matters of Consequence is deinstalled on time and on budget.
- Accelerator projects obtain site permits and launch on time
- Deinstallation and site remediation from 2026 and outstanding Triennial 2025 projects is completed up to org-wide and site partner standards
- Triennial 2028 site and contract work is on schedule as defined in the Triennial 2028 Roadmap

Primary Responsibilities

With the support of the Deputy Director, manage all 2026 projects from site identification through completion, delivering projects on time and within budget:

- Collaborate with external partners to secure site approval and permitting
- Manage project budgets
- Contract external vendors, contractors, and consultants
- Working across the organization and with external partners, manage project milestones and meetings
- Support the Deputy Director in identifying Triennial 2028 site locations and establishing relationships with potential site partners
- Lead the organization's use of process management tools and strategies, including vendor payment and management training, and onboarding new staff
- Guide project proposals on city-owned property through the Boston Arts Commission to ensure that MOAC is informed of upcoming public artworks
- Work with Marketing and Communications colleagues to install signage and schedule artist interviews or photo documentation on site
- Work with Programming and Engagement to permit events on site and ensure successful opening events and activities, including connecting P+E with applicable production vendors and pertinent site stakeholders
- Support Development by providing metrics and anecdotes for grant reporting, and support tour scheduling — connecting with site contacts, flagging maintenance work days, and scheduling cleaning and maintenance ahead of key tours
- Support the Assistant Curator with signature project site selection, concept development, and artwork implementation
- Assist Accelerator artists in bringing their projects from concept to reality
- Routinely conduct maintenance checks, coordinate, and document maintenance
- Maintain documentation, organization, and accurate fulfillment of all production vendor payments
- Complete annual WAGE certification and support organization-wide alignment with WAGE payment standards

- Other duties as assigned

Qualifications

- 3–5 years of experience in project management, production, or a related field; public art, arts nonprofit, or cultural sector experience strongly preferred
- Demonstrated ability to manage multiple projects simultaneously, on time and on budget
- Experience managing vendors, contractors, and external partners
- Familiarity with permitting processes, site management, and public space logistics a plus
- Strong proficiency in Google Suite and project management tools such as Wrike
- Clear and confident communicator across a range of stakeholders — from artists to city agencies to donors
- A demonstrated commitment to furthering diversity and equity in the arts