



NOW  
+ THERE

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# Project Manager

Now + There (N+T) is a non-profit public art curator fostering artists and the public to co-create bold public art experiences that open minds, conversations, and spaces across Boston, resulting in a more open, equitable, and vibrant city.

Now + There values new perspectives and opinions and a thoughtful approach to our work of building an open public art city. We acknowledge the unjust power dynamics inherent in contemporary art exhibitions and in the creation of works displayed in the public realm. We are committed to building more equitable ways of public-making by creating greater involvement and learning with communities of color, Black, and Indigenous Peoples in the creation of public artworks; ultimately co-creating diverse public audiences and building toward more openness in Boston. We respect and hold room for differences across race, ethnicity, culture, gender identity, sexuality, socioeconomic status, and physical abilities. We are committed to racially diversifying our staff and board and strongly encourage Black, Brown, Indigenous, and candidates of color to apply for this position. We look forward to receiving your application!

Now + There is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. Now + There is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on the needs of the organization, job requirements, and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by federal or local law. Now + There will not tolerate discrimination or harassment based on any of these characteristics. We encourage applicants of all ages.

## Project Manager

**TIME STATUS & SCHEDULE:** Full-time

**JOB OVERVIEW:**

Under the direction of the Project Director, the Project Manager works collaboratively with stakeholders, internal and external to Now + There to successfully oversee all public art projects. The Project Manager develops and champions processes, strategies, and tools to bring these installations from conception through realization in support of Now + There's mission to make Boston a public art city. This role will be particularly focused on the 2025 Boston Public Art Triennial, while also providing support to Now + There's Accelerator and Lot Lab programs. The Project Manager works both in-office during periods of coordination and on-site during periods of installation, activation, and deinstallation.

**JOB MISSION:**

Develop meaningful cultural change within Boston's public art ecosystem by creatively and effectively bringing artists' projects to the public on time and on budget.

**KEY BEHAVIORS:**

The Project Manager is:

- Organized, steady, detail-oriented, and accountable

- Persistent and proactive
- Able to meet tight project deadlines while remaining flexible to emergent artistic processes and unforeseen circumstances
- A cooperative, calm, and effective communicator who strives to create cohesion within the organization and across partners
- Committed to building greater equity and inclusivity in the arts

**METRICS** The Project Manager succeeds when:

- Lot Lab 2024 is deinstalled on time and on budget
- The 2025 Triennial is launched on time and on budget
- Lot Lab 2025 is launched on time and on budget
- All Accelerator programs are installed and deinstalled
- Creative solutions are developed in response to shifting project deliverables, and unforeseen circumstances
- There is consistency in execution across all projects
- The Accelerator projects obtain site permits and launch on time

**PRIMARY RESPONSIBILITIES:**

- With the Project Director, lead the organization's use of process management tools and strategies, including training and onboarding new staff.
- Works with the Project Director to negotiate contracts, create budgets, and maintain relationships with site partners.
- Assist Project Director in bringing all public art projects to fruition, including:
  - Booking Artist travel.
  - Work with Now + There's production partner and external vendors to deliver projects on time and on budget.
  - Work with Now + There's production partner to oversee receiving of projects, completion of Condition Reports, project installs, project maintenance, and project deinstalls.
  - Oversee fieldwork, including managing daily schedules, maintaining safe work environments, and coordinating site prep and remediation.
  - Obtain site permissions and permits.
  - Track project budgets.
  - Take detailed meeting notes and track the resulting next steps and deliverables.
- Works with Marketing and Communications colleagues to install signage.
- Works with Programming and Engagement to ensure successful opening events and activities.
- Assist the four N+T Public Art Accelerator artists in bringing their projects from concept to reality.
- Routinely check on installations for wear and tear and coordinate maintenance.
- Other duties as assigned.

**QUALIFICATIONS:**

- High attention to detail with strong project management skills.
- Ability to multi-task and juggle competing priorities.
- Creative thinking and problem-solving skills.

**HOURS:** This is a full-time position in N+T's open floor-plan office with the possibility of working from home up to 2 days per week depending on project needs. Being onsite for installations, deinstallations, programs, and events as required, including some evening and weekend hours as dictated by workflow.

**COMPENSATION & BENEFITS:** Compensation is \$70,000 - \$80,000 with unlimited paid vacation (Responsible Vacation Policy), 14 paid holidays, paid sick time, healthcare and dental benefits, and a 401k matching program.

**HOW TO APPLY**

Please send an email with cover letter along with your resume, with the **email subject line: Project Manager Interest**, to [jobs@nowandthere.org](mailto:jobs@nowandthere.org) (mailto:jobs@nowandthere.org?subject=Project%20Manager%20Interest). Resumes without cover letters will not be considered.

All candidates are also encouraged to take an optional and anonymous short diversity survey which allows us to track our goal of attracting candidates of color. Your answers to the questions are 100% anonymous and voluntary. Thank you.

[COMPLETE ANONYMOUS SURVEY \(HTTPS://FORMS.GLE/XHEVDGA8FUWTR2MV8\)](https://forms.gle/XHEVDGA8FUWTR2MV8)

Banner image: *Patterned Behavior* by Silvia Lopez Chavez installation on the Esplanade. Photo (c) Dominic Chavez

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