

Uptown Arts and Public Design Coordinator

The Uptown Arts and Public Design Coordinator will oversee the work of the Uptown Arts District Advisory Team to develop and maintain an Uptown Arts District along Lauridsen Boulevard Corridor. They will be responsible for the development of a five-year strategic plan for the Uptown Arts District in partnership with the Uptown Arts District Advisory Team, overseeing community surveys, organizing visioning and planning meetings with relevant community members and artists, and will additionally be responsible for coordinating the design, fabrication, and installation of signage, flags, utility box covers and public art defining the district. Finally, the Coordinator will oversee Port Angeles Fine Arts Center projects to add campus wayfinding, interpretive signage, and entryway signage.

Please Note: This is a two -year grant funded position.

Background:

In 2021, PAFAC and Peninsula College convened neighboring arts and arts-supporting organizations to increase our collective capacity to strengthen our community through creative placemaking. Over several months these partners – including Port Angeles Community Playhouse, Olympic National Park, North Olympic Library System, Juan De Fuca Foundation for the Arts, the City of Port Angeles, Field Arts and Events Hall, and the Port Angeles School District – engaged in strategic planning that established the Uptown Arts District and a one-year strategic plan.

The mission of the Uptown Arts District is to generate inclusive, vibrant arts and culture experiences and education along the Lauridsen Blvd corridor. The district emerges at the perfect time as member organizations have joined forces with the Chamber of Commerce, City of Port Angeles, and multiple business and community stakeholders to revitalize the city’s downtown. The “Elevate PA 2026” vision is for downtown to serve as a centralized hub for residents and visitors to access arts and recreation experiences across the region. The Uptown Arts District will serve as one such premier destination with potential for replicating the model to develop distinctive arts and culture districts downtown and beyond that will weave arts, culture, and design into the fabric of our community.

Funding for this position comes in part through grant funds received by the National Endowment for the Arts and the Port Angeles Fine Arts Center. This two-year project will formalize the Uptown Arts District through the development of a five-year strategic plan and by generating a public presence through website development, marketing, public art, and the installation of signage, flags, or utility box covers that clearly label the District.

Schedule of Key Project Dates:

July 1, 2023- Project Begins

August 2023- Asset mapping begins and online GIS story mapping tool identified

September 2023- Community survey disseminated to gauge early awareness and current arts engagement in the district.

October 2023- Designs complete for district branding materials

Jan 2024- 5-year strategic plan approved by Uptown Advisory Committee

Jan 2024- Website has a 2024 calendar of activities within the district as well as a public art map.

Feb 2024- Installation of district branding begins

March- April-2024 - Community visioning sessions to support the development of new public works of art.

May 2024- Locations for new public art defined and artist outreach begins

June 2024- Installation of district branding complete

June- September 2024- Wayfinding signs installed

September 2024- Arts WA Creative District Letter of Interest submitted and site visit scheduled with Arts WA Creative District Manager.

November 2024- Application complete for Arts WA Creative District Designation

December 2024- Public art locations finalized, artists selection and installation schedule set

Jan- June 30, 2025- Public art Installations begin and are completed by July 2025

May 2025- Community survey dissemination to assess arts enrichment awareness and access gained through the project.

June 2025- Present project model to community leaders to share methods and recommendations for future implementation throughout the city.

Essential Duties and Responsibilities:

- Oversee and manage the successful launch of the NEA Our Town Grant
- Lead monthly meetings, assign tasks, and manage duties with Uptown Advisory Committee members to ensure that target goals are being met in a timely manner.
- Oversee the installation of wayfinding and entryway signage on the PAFAC campus in partnership with PAFAC staff.
- Arrange community meetings with key partners and artists and schedule facilitators as needed.
- Arrange installation of public art and schedule with artists.
- Work closely with City of Port Angeles staff and the Elevate PA Welcoming Design Committee to ensure alignment with larger community goals.
- Assist with grant reporting and grant management.
- Serve as the lead for all logistics related to art and wayfinding installation.

Desired Skills and Experience:

- Previous experience with public art installation and strong knowledge of the installation process.
- Self-starter and team player who is flexible and possesses the energy to meet the demands that come with project management. Strong ability to manage multiple priorities and meet deadlines.
- Demonstrated expertise and professional grounding in the visual arts and a broad range of contacts in the regional art world.
- Experience with program management, scheduling, and coordinating with community partners, artists, and volunteers.
- Public speaking, facilitation, and presentation skills and the ability to effectively connect with a wide range of individuals including community partners, advisory members, volunteers, and artists.

- Previous experience or competence with disseminating statistically valid surveys and processing data for reporting purposes.
- Strong verbal and written communication skills and the ability to independently manage ongoing communications.
- Awareness and knowledge of cultural competencies and social justice issues, with demonstrated actions toward creating more just and equitable communities. Demonstrated commitment to diversity, equity, and inclusion.

Qualifications:

Bachelor's degree in Fine Art, Arts Curation, Community Design, Community Planning, or a combination of training and equivalent professional work experience.

Additional Requirements:

- Flexibility in schedule with the ability to manage the needs of the overall project timeline within the contract timeframe and allotted hours.

Contract Hours and Compensation:

This is a two-year grant funded position with 500 hours allotted at \$27 per hour. Additional hours may be added to this contract at the agreement of both parties and as funding allows in year two.