



**CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES**

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217



**Job Opening:
Director for Mural Arts Program**

Department: Mayor's Office

Division: Cultural Affairs

Exempt/Non-Exempt: Exempt

Union/Management: Management

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: Monday- Friday – 40 hours per week

Salary: \$65,000 - \$70,000 - Based on qualifications and experience. Competitive Jersey City retirement and health benefits packages are available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, mileage reimbursement, and more.

The City of Jersey City seeks to hire a Director for the program within the Office of Cultural Affairs. The ideal candidate will manage, maintain, and grow the organization's public art portfolio, emphasizing mural projects. Must possess strong leadership skills, be passionate about the arts and civic engagement with extensive experience in the field, be an excellent communicator and a strong writer, be organized, be a problem solver, and enjoy interacting with the public. This individual has experience creating and maintaining databases, budgets, fundraising, and project plans and presentations. Strong consideration is given to candidates who can operate scissoring and boom lifts.

Job Duties:

- Work closely with the Director of Cultural Affairs to formalize the program's annual budget and goals and maintain the standard operating procedures of the Jersey City Mural Arts Program and Office of Cultural Affairs.
- Develop and deliver mural projects in the public realm, including outreach to property owners, artist relationship management, and project coordination.
- Identify and engage property owners with ideal mural locations by calling, emailing, mailing, and door-knocking to generate access agreements for murals throughout the season.
- Maintain and expand the global artist database.
- Coordinate with private, public, and mural vendors to oversee project quality, scheduling, and communication and ensure the successful delivery of public art and placemaking projects from concept development to installation completion and closeout.
- Keep a detailed account of targeted locations, property type, and a record of communication.
- Develop specific project objectives, budgets, outreach plans, and site locations and solicit qualifications from artists.



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- Present projects to The Jersey City Public Art Advisory Board, other city and governmental agencies, community organizations, and the public.
- Liaise with internal staff, municipal departments, and artist teams to develop proposal decks, program materials, and relevant budgets and timelines for mural projects.
- Work with the Director of Communications and Marketing to create marketing materials to generate interest in and support the program.
- Performs other duties as assigned.

**Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.*

Required Educational Background: A Bachelor's or Master's Degree in Business Administration or Public Administration. Applicants who do not possess the necessary college degree may substitute additional experience as described on a year-for-year basis.

Preferred Experience: Two (2) years of experience analyzing, developing, and delivering public art projects. Passionate about public art access, mural projects, and urban placemaking initiatives. Familiarity with Jersey City, NJ, is a plus.

Additional Requirements: Knowledge of heavy machinery, OSEA guidelines, and appropriate paint and material for exterior art production. Has experience in constituent services, public or intergovernmental relationships, event production, and strategic planning preferred. With knowledge and interest in Special Improvement Districts, New Jersey and the City of Jersey City Municipal Structures. Ability to work nights and weekends, as needed.

Essential Skills:

- Ability to work independently, with significant field work required.
- Knowledge of primary trends and current developments in general management.
- Excellent written, visual, and communication skills.
- Demonstrable ability to deliver high-quality projects on deadline and budget.
- Ability to produce materials for public consumption.
- Demonstrate ability to work and communicate with diverse stakeholders across all internal and external operations.
- Excellent time management skills and ability to multi-task while prioritizing work.
- Ability to exercise creativity in identifying and proposing solutions to management problems.



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- Ability to select and apply established practices, theories, techniques, and management methodologies to the problems encountered.
- Ability to prepare clear, concise, accurate, and informative reports.
- Ability to evaluate programs and procedures.
- Assertive with the ability to establish and maintain cooperative working relationships.
- Knowledge of the Jersey City Arts community is a plus.

This is a Civil Service Job, and you must eventually pass and qualify for the applicable Civil Service title.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by NJ First Act.