

UW HEALTH JOB DESCRIPTION

PROJECT MANAGER ART

Job Code: 410056	FLSA Status: Exempt	Mgt. Approval: M. McKay	Date: June 2021
Department: Planning Design & Construction		HR Approval: S. Whitlock	Date: June 2021

JOB SUMMARY

The intent of the UW Health arts program is to be an extension of our commitment to provide a healing, comforting, and educational environment for the welfare of patients, visitors and staff. Under the direction of the Planning, Design, and Construction – Practice Manager, the Project Manager Art is responsible for leading all efforts associated with art management functions as they relate to budgeting, planning, acquiring, installing and maintaining an art collection for UW Health spaces; for fostering contact with arts and humanities resources in the university, community, state and beyond; for incorporating those resources in program development; for designing and planning programs and delineating costs; for analyzing and evaluating programs and projects; participating in long range planning as well as ongoing research; management of the permanent art collection, art exhibit program, and music programs; and actively managing the work of external and internal partners, artisans, musicians, and consultants as required by the volume of work. Organizational skill is essential to success in this position. Incumbent must keep track of multiple projects with varying priorities and deadlines. The ability to make decisions and problem solve independently is crucial to the success of this position. Problems encountered may be sensitive or complex requiring experience and ingenuity in proposing solutions. This position is often public facing, engaging with community partners and news media on a regular basis; excellent communications skills are required. Project management activities include planning, organizing, and staffing the project; procuring or commissioning of the work; management and oversight of installation. In addition to project management activities, the incumbent is also expected to bring experience, knowledge, understanding and content expertise of arts in healthcare, artistic mediums, and installation best practices. General supervision and direction will be provided by the PDC Practice Manager and PDC Director.

MAJOR RESPONSIBILITIES

A. Project Management

- Independently planning, budgeting, acquiring, installing, and managing the art for capital and operational projects of all types of size, cost, and complexity. Larger and multiple phased projects will exceed \$5,000,000.
- Coordinate art selection and installation with PDC Interior Architecture, PDC Signage, and fellow Project Managers to ensure the art is meeting programmatic design requirements of the space for new capital projects.
- Work with end users to define and optimize art selection for specific programmatic needs of proposed projects within budget constraints.
- Prepare or coordinate the preparation of conceptual plans required for project approval, including preparation of timelines and budgets for art procurement and installation.
- Facilitate the procurement process; sourcing, selection, or commissioning of all art within the UW Health permanent collection.
- Attend progress meetings and remain alert to any contractor operations or changes to design that might adversely affect the placement or installation of procured/planned artwork.
- Oversee and inspect work-in-progress on art installation; initiate quality control measures where appropriate; ensure artists and contractors follow good construction and installation practices.
- Coordinate access for artists, musicians, and contractors, ensuring they have reasonable access to work sites, and occupants know what to expect and when.
- Resolve problems and conflicts with artists, musicians, and contractors, or other external partners; negotiate change orders when required and keep contract cost data current as change orders increase or decrease the cost.
- Work across all project types and service groups, including direct communication with senior management and faculty.
- Conduct site surveys and gather all pertinent project information.
- Deliver projects on time and on budget.

B. Leadership

- Manage several capital or operational art installation projects, with diverse stakeholder groups, simultaneously.
- Coordinate and facilitate art focused project discussions, agenda preparation, documentation of meeting discussion, and follow up items. Provide ongoing communication about project decisions.
- Work with trade partners to accurately estimate a project.
- Acts as a subject matter and/or service line expert (see content expert below).
- Stays abreast of industry standards for arts in healthcare.
- Assist in the development of Planning, Design, and Construction Art Student(s); oversee their work on projects and delegate tasks. Guide them through a semester Internship.
- Provides leadership across the organization, departmentally, and on projects.
- Balance interdepartmental program demands, effectively managing competing interests.

UW HEALTH JOB DESCRIPTION

- Act as a representative for UW Health within the community and at professional conferences. Act as a liaison for Planning, Design, and Construction with all other UW Health departments.
- Provide design leadership on UW Health Committees and Task Forces such as UW Health Sustainability, Health & Healing, Holiday Decorations, etc.
- Cultivate working relationships with the arts, humanities and sciences communities to develop and maintain interesting exhibit programs; negotiate, organize and schedule rotating exhibits for a variety of gallery spaces with private artists and art associates; manage the promotion and publicity for all art and related events. Budget and manage revenues from sales and fundraising. Functions as the primary contact for the UW Health art program in the community.
- Serves as a resource to UW Madison and the Health Sciences campus as requested.
- Manage a network of volunteers to work on behalf of the arts program.

C. Content Expert

- Develops the art aesthetic for UW Health, and creates visual environments which provide for the emotional well-being of patients, visitors and staff.
- Functions as the subject matter expert for the art program at UW Health. Purchase art for public and patient areas, including examination rooms and inpatients rooms; oversee accessions, installation, maintenance of over 7000 artworks in the permanent collection, storage and preservation, insurance, security, financial transactions and records for UWHC, TAC and AFCH; coordinate with Maintenance Engineering Services for the installation of particular pieces and supervise installation. Selects, purchases and installs art in all UW Health facilities.
- Evaluates Federal and State art grants for relevance to the UW Health arts program, oversees the application and submission process, and actively pursue outside funding possibilities through gifts from corporations, foundations and individuals to subsidize performance art events, art exhibitions and lectures.
- Manages the Artist in Residence, Musical Medicine and Sound Health arts programming.
- Expand and maintain contacts for educational art exhibit through museum and private collections.
- Responsible for acceptance of donated art and recognition of donors; manage recordkeeping functions for donations to UW Hospital Art Fund and for transactions with UW Foundation.
- Leads the development and execution of special projects (i.e. artist-in-residence) to improve the hospital environment to include planning art presentations for new construction and renovation projects sponsored by UW Health.
- Consult with other UWHC departments to develop and oversee special arts and entertainment projects for patient and staff.
- Participates in various committees to improve overall healing environment for patients, families and staff at UW Hospital. Advises subcommittees on art and hospital issues and oversees new projects to improve hospital environment.
- Manages and plans ongoing programs in performance arts for the benefit of patients, visitors and staff.
- Contact, audition, and coordinate performing artists for inclusion in events scheduling; schedule special holiday events for patients, visitors and staff.
- Responsible for coordinating and managing music playing by guest artists, patients and staff in UW Health facilities. Responsible for ensuring UW Health pianos are maintained.
- Direct and establish the public message regarding the UW Health art program; provide information to hospital website about special events of interest to patients, visitors and staff for publication on Events website and in In Brief newsletter. Function as spokesperson for the UW Health art program to the media, conferences, panel discussions, and all other public forum.
- Leads the expansion of relationships with Arts Outreach, UW Music Department, UW Arts Administration program and other professional arts organizations in the local community; functions as primary contact for the UW Health arts program to these and similar organizations.
- Research information and organize educational art related exhibits for display in gallery areas. Knowledge of art installation techniques and best practices, framing, and artwork protection.
- Maintain knowledge of current trends and procedures for Arts in Healthcare through research such as literature review and professional networking, leads the evaluation and application of current research on the therapeutic and beneficial of art and art making in the healthcare setting. Uses this knowledge to inform projects and lead UW Health through any arts related industry changes. Participate in professional organizations and encourages the development of funded research on this subject.
- Leads the development of goals for the arts program that support the UW Health objective of improving the environment in all UWHC facilities; oversees execution of these goals.
- Leads strategic planning for the arts program. Determines current and future arts program directions based on ongoing program evaluation.
- Identify strengths and weaknesses and adjust the program as necessary to meet budget goals.
- Manages an electronic inventory system of all art acquisitions, exhibits, and locations. Develops reports pertaining to the inventory for Fiscal Affairs and Internal Audit upon request.

D. Miscellaneous

- Any other duties as assigned.

UW HEALTH JOB DESCRIPTION

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in Art or art related field (i.e. Graphic Design, Arts Administration, Art Education, etc.)
	Preferred	Master's degree in Art or art related field ((i.e. Graphic Design, Arts Administration, Art Education, etc.
Work Experience	Minimum	Three (3) years experience in art, music or curation and including at least (1) one year of experience in Healthcare
	Preferred	Experience in a large academic medical center preferred. Experience working professionally as an artist or musician.
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Demonstrated knowledge of Project Management best practices. • Strong negotiation and delegation skills. • Strong communication skills both verbal and written. • Ability to make judgments in demanding situations • Ability to react to frequent changes in duties and volume of work • Ability to manage multiple concurrent activities • Basic understanding of business document production (i.e. spreadsheets, contracts, memos, etc.) • Attention to detail and the ability to meet project budgets and time sensitive deadlines. • Working knowledge of current computer software including Windows Word, Excel and PowerPoint. (Ability to become proficient in UW Health applications) • Knowledge of art and art history. • Knowledge of the Arts and Humanities relative to their use in a healthcare environment. • Knowledge of Hospital Administration's policies, goals and procedures. • Knowledge of funding resources available for Arts and Humanities programs. • Knowledge of effective oral and written communication skills. • Knowledge of basic office procedures and practices. • Skill in the aesthetic arrangement of art in exhibit and patient/public areas. • Ability to analyze needs of patients and staff to select art appropriate for the area. • Ability to evaluate artists' artwork/musical ability and determine if appropriate for a healthcare environment.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
------------------------------	--	--	---

UW HEALTH JOB DESCRIPTION

	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:		This position requires an individual who can transport, carry, hang, move and manipulate a variety of art displays. Significantly large or heavy displays may require the assistance of other personnel.		

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.