



1200 First St. NE, Suite 310
Washington, DC 20002
202.289.0111
NOMABID.ORG

Position Title: Senior Associate, Placemaking and Public Art

Organization: NoMa Business Improvement District

Department: Planning and Economic Development

Supervisor: Director of Planning and Economic Development

Salary Range: \$60,000 - \$65,000

Interested candidates please submit a resume and cover letter [via the application form here](#) by **September 30, 2022 at 11:59 PM EST.**

Position Description

The NoMa Business Improvement District (NoMa BID) seeks a Senior Associate, Placemaking & Public Art to be responsible for the development and execution of placemaking and public art projects that advance NoMa's place-based economic development strategy. The position is highly collaborative and requires regular interaction and work with other departments within the BID, as well as local community agencies, cultural groups, business owners and residents. The Senior Associate will be tasked with both helping develop a comprehensive placemaking and place activation strategy for the BID, as well as seeing the selected projects through planning and execution. The position will be performed both in-person-- including travel to projects within the BID and the District of Columbia—as well as a limited number of responsibilities performed virtually. Work may require some work on a limited number of evenings and weekends. The position reports to the Director of Planning and Economic Development.

The successful candidate will be:

- Someone who is passionate about creating vibrant urban spaces that facilitate connection for NoMa's residents, workers and visitors.
- Someone capable of creating and implementing meaningful community engagement strategies for public art projects.
- Someone who is task-oriented and able to follow-through on executing the steps of multiple projects at once.



Duties & Responsibilities

- Administer all aspects of permanent and temporary public art projects, including timelines and project budgets, processing payments.
- Support administrative processes associated with the Placemaking and Public Art Program such as preparing reports, records, maintaining databases, contracts, applications, letters, and other documents.
- Facilitate coordination of artist selection processes (artist calls, selection panels, commissioning processes, and criteria for selecting art and artists).
- Serve as liaison between artists, architects, contractors, developers, city departments and community groups in the selection of artists and commissioning of public art projects.
- Research, establish and maintain a set of Public Space Design Standards to provide guidance for the optimal use of public space in NoMa.
- Research artists, fabricators and art suppliers; order and maintain public art materials and equipment
- Research grant opportunities related to placemaking and public art and complete grant proposals where appropriate.
- Research and communicate the local permitting, permissions and approval landscape for placemaking projects, becoming familiar with the procedures of review boards including the Council on Fine Arts, National Capital Planning Commission, Department of Consumer and Regulatory Affairs, etc.
- Establish and maintain a signage and maintenance program for new and existing public art, working with the appropriate city departments as needed.
- Create and update public art information for the BID's website and other communication and promotional materials as needed to promote and support public art projects.
- Assist the Director of Planning and Economic Development in communicating placemaking project information, research, effectiveness of placemaking efforts, and other pertinent information to NoMa business owners, residents and stakeholders.
- Assist the Director of Planning and Economic Development on special projects within the BID as assigned, which may include placemaking on North Capitol Street, Congress Street, and other subdistricts.
- Support other BID departments with projects related to public space activation.
- Assist with other duties as assigned by the Director of Planning and Economic Development.



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Experience/Qualifications

- Combination of education and/or experience below required:
 - EDUCATION in arts administration, business administration, urban planning, public administration, or related discipline
 - PROFESSIONAL EXPERIENCE in place management, arts management, economic development, planning, real estate, development, or related field
 - Ideal combinations are:
 - 4-year degree in education above AND 1-3 years professional experience above;
 - 2-year degree in education above AND 3-5 years professional experience above;
 - Bachelor's degree in unrelated discipline AND 4-6 years professional experience above;
 - Any other education AND 6+ years professional experience above.
- Experience with Microsoft Office tools required. Competency in Café public art system, InDesign, Illustrator, GIS, Salesforce, and other project management software is a plus.
- Strong competency in public art and placemaking field, including familiarity with various artistic media, arts project planning, and arts community engagement.
- Experience working with architectural documents, including schematics and designs.
- Knowledge of public art grants opportunities and experience researching and writing grants.
- Ability to work periodic evenings and weekends.

The ideal candidate will possess the following skills and qualities:

- Strengths in arts administration, or related arts, design, or architectural experience
- Strong and willing collaborator
- Great attention to detail
- Strong project management skills
- Ability to effectively manage and prioritize multiple tasks in fast-paced environment
- Positive attitude; problem-solver
- Ability to take initiative, set and meet independent goals, and to work as part of a team
- Effective communication skills
- Knowledge of NoMa and DC a plus
- Experience working with artists and/or cultural organizations

Compensation

This position is full-time with a salary range of \$60,000 to \$65,000. The generous benefits package includes health insurance (with dental and vision coverage optional), life insurance, AD&D insurance, disability insurance, 401(k) plan with employer match, twelve paid holidays per year, paid vacation and sick leave, and more.



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About the NoMa Business Improvement District

The NoMa Business Improvement District (NoMa BID) is a 501(c)(6) nonprofit organization whose mission is to create a clean, safe, and welcoming environment for residents, workers, and visitors and to promote the ongoing growth and development of NoMa.

The NoMa BID encompasses 35 blocks just north of Union Station in Washington, DC. Once an industrial area, NoMa is among the fastest-growing neighborhoods in the District and comprises more than 18 million square feet of new development. In addition, as of 2019, more than 4,500 new residential units have been built, with another 3,600 under construction. In total, over 39 million square feet of mixed-use development are planned within the NoMa BID. Significantly, there are also more than 40,000 residents in established communities in and around NoMa — including 12,000-plus within the BID’s boundaries — who use the services and amenities in the commercial core of NoMa. The neighborhood is supported by unparalleled public transportation access, with two Red Line Metro stations plus VRE, MARC, and Amtrak connections at Union Station, and is a globally recognized example of successful transit-oriented development. The neighborhood Walkscore is 96, and NoMa is served by the Metropolitan Branch Trail and 10 Capital Bikeshare stations. More information is available on the NoMa BID website at nomabid.org, and the Parks Foundation website at nomaparks.org.