

## **Art Consultant / Project Manager**

The Art Consultant/Project Manager provides top-notch customer support from concept development through fulfillment and installation phases for commercial clients in the corporate, healthcare, senior living and hospitality markets. To be successful, this individual must have outstanding design and aesthetics perspective, project management skills, and be personable, organized, detail oriented and a good communicator.

If you bring a strong artistic background and detail orientation to a job, and would enjoy having an impact on the look and feel of corporate and other public spaces, please read on.

Key job responsibilities include

- Preparation of art presentations for clients/prospective clients;
- Writing specifications for art projects, preparing quotes for clients and negotiating final order details leading up to order approval;
- Management of client order fulfillment processes and coordination of freight, delivery and installation details with clients and vendors.

We are looking for a unique individual who is organized, can handle a variety of projects simultaneously while managing details and deadlines. The individual must be able to communicate flexibly with a variety of clients and vendors, with a goal of customer satisfaction, meeting deadline and budget guidelines.

### **Required Skills & Abilities**

A minimum of 2-3 years of experience required, preferably with art/design and project management.

Art or Design training required, some business training preferred.

Other job requirements include the following:

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- Outstanding organizational skills
- Excellent communication skills, including verbal, written and presentation
- General knowledge of interior design terms, design styles, etc.
- Ability to read floor plans and renderings/drawings
- Knowledge of styles or genres of art; substrates, customization capabilities, as well as production timelines in framing and customization
- Technical computing skills, including MAC and PC-based operating systems and drawing or rendering skills
- Ability to manage multiple complex projects with multiple variables and vendors
- Ability to maintain relationships while getting required results
- Limited amount of overnight travel will be required on occasion.

Excellent compensation based on experience and performance.

If you are ready to engage with customers and utilize your artistic sense, project and relationship management skills, send us your resume.

[Apply to [mcminnhrrrecruit1@cox.net](mailto:mcminnhrrrecruit1@cox.net).]