



<https://sparcinla.org/job/project-manager/>

## Project Manager

### Description

SPARC is seeking a Project Manager for The Great Wall Institute, an 8-year initiative to extend The Great Wall of Los Angeles Mural, currently located in Valley Village inside the Los Angeles River. The Great Wall Institute will be an interior mural studio that will house the painting production for six new decades of the Great Wall mural, beginning in the 1960s and ending in 2020. The Great Wall Institute Project Manager will oversee and manage day to day production for the Institute. The creation of the additional ½ mile of new mural will be led by internationally known artist and SPARC Artistic Director, Judy Baca. The project's artistic team will conduct research and design of each decade to the full scale painting production with a team of mural artists and youth at the Great Wall Institute. SPARC seeks a professional for this position who is committed to social change and passionate about making a difference.

The Great Wall Institute's Project Manager will work closely with the Great Wall Institute Director in preparing project budgets and cash flow projections, while establishing time and cost schedules. They will be responsible for ensuring that project milestones are completed on schedule by coordinating all of the facets of production in the Institute, including the installations of each decade at the Great Wall mural site inside the Tujunga Wash. Additionally, this role is to strategize and participate in the negotiation, coordination and preparation of various contracts, obtaining legal reviews and permitting when necessary. The Project Manager will oversee and, as necessary, prepare project financial accounting, contract payments, and funder reporting requirements in a timely manner.

### Responsibilities

- Initiating hiring and vetting of support staff and contractors when required for the project.
- Provide timelines and track the Institute's progress as it relates to coordinating Institute initiatives that involve external partners, such as local organizations, local government, artists, suppliers and contractors.
- Provide technical support and materials for the Institute's Great Wall Mural project and youth engagement program staff.
- Prepare and present progress reports to the Great Wall Institute Director.
- Prepare and perform the installation of art and equipment at the Great Wall Institute; facilitate required logistics of all the Institute's projects and efforts.
- Strong written and verbal communication skills.

### Qualifications

- 5+ years combined experience of Project Management and/or Assistant

### Hiring organization

SPARC

### Employment Type

Full-time

### Job Location

685 Venice Blvd, 90291, Venice, CA

### Date posted

January 30, 2025

Project Management required.

- BA degree in urban planning, public administration, accounting, business, architecture, construction or related field.
- Knowledge of materials science for archival outdoor installations.
- Strong analytical abilities, computation, negotiation and problem solving skills.
- Knowledge of budgets, finance and cost management, including familiarity with project based accounting software.
- Knowledge of project management software such as Asana required.
- Working knowledge of Adobe Creative Cloud, G-Suite, Microsoft Office.
- Leadership and team building skills; able to work collaboratively and communicate effectively with teams.
- Comfortable with working across diverse leader, stakeholder and community groups
- Experience with coordinating contractors and installers.
- Construction industry experience is a big plus.
- The position may occasionally require lifting, carrying, and moving heavy equipment
- The ability to work at heights.
- Familiar with US / California History.

This position is supervised by the Great Wall Institute Director. This a full time position with a competitive benefits package. Salary is competitive and commensurate with experience.

### **Contacts**

Please submit a resume and cover letter to [jobs@sparcinla.org](mailto:jobs@sparcinla.org).

### **About the Organization**

Social and Public Art Resource Center (SPARC) is a community-based non-profit arts organization founded in 1976 by muralist Judith F. Baca, filmmaker Donna Deitch and artist Christina Schlesinger. SPARC is dedicated to producing, presenting and preserving public artworks in Los Angeles neighborhoods. The organization is best known for its work in hundreds of Los Angeles neighborhoods at a grassroots level to produce the rich legacy of Los Angeles murals.