
Public & Community Art Coordinator

DEPARTMENT:	Anvil Centre, Office of the CAO	STATUS:	Full-Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week*	SALARY:	\$61,361 – \$72,245 annually plus benefits (2019 rates)

The City of New Westminster is seeking a dynamic individual to join our team as the Public & Community Art Coordinator (Arts Coordinator). Reporting to the Manager of Community Arts & Theatre, you will be responsible for overseeing the public art and community art programs for the City, including researching, developing, and coordinating artist calls for new public art projects, maintaining the public art collection, and developing and delivering a range of community art programs and initiatives including artist residencies, workshops and community banner projects. You will also be responsible for community outreach and engagement and facilitation of partnerships with local artists, arts organizations, businesses and educational institutions. As well, you will have supervisory oversight of a small group of employees and will be responsible for maintaining operating and capital budgets related to your work.

Our ideal candidate has:

- A University degree in arts or related discipline plus considerable directly related experience preferably in a municipal environment, or an equivalent combination of education and experience acceptable to the employer may be considered.
- Considerable knowledge of the principles and practices of community art and public art.
- Experience in community facilitation, engagement and partnership development.
- Demonstrated experience in project management related to a public art, including coordinating artist calls and selection processes, contract development, project oversight and delivery, as well as documenting, registering and maintaining a public art collection.
- Ability to work collaboratively to create a shared vision and to develop and maintain effective working relationships with artists, arts organizations as well as internal and external partners and stakeholders.
- Sound experience in facilitating and supporting community committees and committees of Council.
- Experience in planning, developing and delivering a variety of community art programs, including workshops, registered programs, exhibitions, popup programs and artist residencies
- Prior supervisory experience in providing leadership and oversight to a group of direct reports.
- Strong team-building skills.
- Sound experience in developing, maintaining, and reporting on operating budgets.
- Knowledge of a wide variety of artistic media.
- Superior writing and communications skills.
- Ability to work a non-standard work week as operationally required.
- Ability to pass and maintain a satisfactory police information check.
- Experience in membership management software (e.g., Perfect Mind).
- Intermediate skills in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- Intermediate skills in Adobe Creative Suite (Photoshop, Illustrator).

*** This position participates in a Compressed Work Week Program.**

Apply by sending your cover letter and resume quoting **competition #20-16, by Feb 12, 2020** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: 604-527-4619 or e-mail to hr@newwestcity.ca.

*The City of New Westminster welcomes diversity and encourages applications from all qualified individuals.
We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*