



University Students' Council – Position Description

Position Title:	Public Arts Coordinator
Supervisor:	Student Programs Officer
Remuneration:	Honoraria \$1000 (\$500 per semester)
Hours of Work:	5 - 7 hours per week average, 10 - 20 hours during peak time
Term:	May 1 – April 30 th

OVERVIEW:

Become an advocate for all things arts and ensure that the Western campus is a bustling place for students' creative talents to shine and flourish. In this role, you will have the opportunity to plan and execute some of Western's biggest artistic events such as Nuit Violette and Reverie Festival. As Creative Director of these initiatives, you will work directly with the Programming Associate to develop programming and promotional material for each event.

DUTIES AND RESPONSIBILITIES:

- Promote the creation and appreciation of all forms of art on Western's campus through a variety of programming throughout the year.
- Assist the Associate Programming and Student Programs Officer with the planning and execution of Nuit Violette, and act as the event's Creative Director *ex-officio*.
- Represent the USC, as its delegate, on the *Arts Collective* and *Reverie Festival* Committee.
- Develop programming and distribute promotional materials for all arts programming.
- Responsible for overseeing the selection of student art submissions in consultation with the *Reverie Festival* Committee.
- Work with the USC Productions Department to design, plan and execute events as well as displays of public arts on campus.
- Organize exhibits and/or events pertaining to visual arts, performance arts and any relatable art forms.
- Maintain frequent communication with the Associate Programming to maintain consistent visioning and outcomes.
- Adhere to USC bylaws, policies, and procedures.
- Complete an interim report at the end of the fall academic term (December) and a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.

QUALIFICATIONS:

- All Coordinators must be an undergraduate student as defined by Western University during the school year they are in the Coordinator role.
- A Coordinator cannot be a USC Councillor during their term as a Coordinator.

KNOWLEDGE, SKILLS and ABILITIES:

- **Interpersonal Communication:** The Public Arts Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.
- **Project Management:** The Public Arts Coordinator will act as project manager for all the projects incumbent upon the Reverie Festival Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Public Arts Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Group Facilitation:** The Public Arts Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members on the Reverie Festival Committee. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.
- **Creativity:** Possesses a natural openness to seek out new experiences. Has a tendency to demonstrate a high degree of curiosity and a propensity to “think outside the box” when designing.

TRAINING:

- The Public Arts Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.

The Public Arts Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.