



University Students' Council of the University of Western Ontario  
*Position Description*  
**PUBLIC ARTS COORDINATOR**

**EFFECTIVE:** February 20, 2015

**AUTHORITY:** Executive

**RATIFIED BY:** Executive

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**1.00 POSITION TITLE: PUBLIC ARTS COORDINATOR**

**2.00 POSITION OVERVIEW:**

- (1) Under the direction of the Vice-President Student Events, the Public Arts Coordinator helps to express the spirit, values and artistry of student culture through various forms of art that collectively define the uniqueness of the Western community.

**3.00 PRIMARY RESPONSIBILITIES:**

- (1) Promote the creation and appreciation of all forms of art on Western's campus through a variety of programming throughout the year.
- (2) Represent the USC, as its delegate, on the *Arts Collective* and *Reverie Festival* Committee.
- (3) Develop programming and distribute promotional materials for all arts programming.
- (4) Responsible for overseeing the selection of student art submissions in consultation with the *Reverie Festival* Committee.
  - i. Work with the USC Productions Department to design, plan and execute events as well as displays of public arts on campus.
- (5) Organize exhibits and/or events pertaining to visual arts, performance arts and any relatable art forms. The Vice-President Student Events will assist with the planning of such events.
- (6) Contribute to the budgeting process with the Vice-President Student Events for all portfolio initiatives.
- (7) Maintain frequent communication with the Vice-President Student Events to maintain consistent visioning and outcomes.
- (8) Adhere to USC bylaws, policies, and procedures.



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- (9) 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.

### **4.00 QUALIFICATIONS:**

- (1) **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.
- (2) **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.
- (3) **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.
- (4) **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.

### **5.00 TIME COMMITMENT:**

- (1) This position requires varying time commitments:
  - i. April to August: 2-3 hours per week.
  - ii. September to March: 5-8 hours per week.
  - iii. The expected time commitment in the weeks surrounding the *Reverie Festival* will be 15-20 hours per week.
  - iv. The Public Arts Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.



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### **6.00 TRAINING/SUPPORT:**

- (1) The Public Arts Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice-President Student Events and the USC Volunteer Resources Department.
- (2) The Public Arts Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- (3) Throughout their term, the Public Arts Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitated by the Volunteer Resources Department.

### **7.00 LEARNING OUTCOMES:**

- (1) The Public Arts Coordinator will learn how to manage a project from start to finish, working with a variety of different stakeholders to creatively execute programming throughout the year.
- (2) Demonstrate an understanding of and act in the mediating role of the professional communicator within organizations, between organizations, and between the organization and the general public.
- (3) The Public Arts Coordinator will gain comparable experience to that of a manager for a small community art festival.

### **8.00 COMMUNITY IMPACT:**

- (1) If successful, the Public Arts Coordinator will contribute to a more vibrant, multi-dimensional and beautiful campus culture by creating a deeper interaction between the community and its environment.
- (2) Public art allows the community to express its identity and values. The Public Arts Coordinator supports art-making of many kinds – particularly young, emerging artists, in new and traditional media from stand-alone commissions to artist collaborations.

### **9.00 EVALUATION:**

- (1) The Public Arts Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.
  - i. Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of



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satisfaction in the position and identify further learning needs for successful job completion.

- ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

### **10.00 COMPENSATION:**

- (1) The Public Arts Coordinator shall receive two honourarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the Public Arts Coordinator must:
  - i. Remain within the position until January 1<sup>st</sup> in the relevant academic year;
  - ii. Submit an interim report to the primary supervisor by the end of the fall term; and,
  - iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

### **11.00 SUPERVISION:**

- (1) Primary supervision: Vice-President Student Events
- (2) Additionally, the Coordinator will receive support from the Volunteer Resources Department.