

Assistant Coordinator

3-6 hours, weekly

- Work closely with the Coordinator to assist in the successful operation of the Public Arts Commission and all its endeavours.
- Assists the Coordinator and helps oversee the entirety of the Public Arts Commission by ensuring all team members feel supported, are regularly on-task and are always up-to-date on all PAC endeavours.
- Check in with VPs and their portfolios to create a collaborative and inclusive environment, as well as ensure adequate support is being provided when needed.
- Maintain meeting notes, records, and all important PAC correspondence in an organised fashion.
- Liaise with USC in regards to any and all PAC matters as appropriate
- Oversee and provide guidance for VP Events, VP Communications, VP Finance, and VP Education.
- Provide necessary transition information to the incoming Public Arts Coordinator.
- Complete a detailed final report prior to end of academic year.

*strong leadership skills are considered an asset

Secretary

- Maintain meeting notes, records, and all important PAC correspondence in an organised fashion.
- Act as administrative support; scheduling, agenda calls and distribution, recording action items, confidential meeting minutes for Coordinator and Assistant Coordinator
 - Administrative functions include calendar management, appointment booking, and meeting support.

- Organise team schedules and meetings
- Maintain cross-portfolio PAC calendar and ensure it is regularly updated
- Update constitution by end of academic year

*Assets: Organisation & Multitasking skills; initiative and the ability to work independently.

VP Events

3-6 hours, weekly

- Responsible for planning and executing all the Public Arts Commission's events, including but not limited to Nuit Violette, and the Festival of the Arts.
- Work closely with multiple diverse student groups, and the community at-large, as well as campus creatives to develop programming and promotional material.
- Draft detailed event proposals, schedules and other related plans prior to events to submit to the Coordinator. Such proposals should consist of (but are not limited to): location and layout scouting, as well as detailed plans for setup, the coordination of performances and speakers, budget, marketing plan, etc.
- Organise and plan all programming. This includes creating multiple detailed schedules such as that of event planning/programming, social media, graphics, and outreach.
- Oversee Talent Recruitment Commissioner, Talent Management Commissioner, and Events portfolio to ensure proper execution of data entry, research and inventory documentation for various artists and artworks (visual art, performance, music, etc.).
- Oversee, mentor and provide guidance for the AVP Events and rest of Events portfolio to maximise programming of the Public Arts Commission.

- Collaborate with VP Communications to prepare and execute marketing plans that best integrate the objectives and intentions of the Public Arts Commission.
- Communicate with the VP of Finance and Coordinator to appropriately budget each event to measure feasibility and limitations.
- Facilitate socials for PAC team bonding.
- Promote the arts throughout campus

VP Education

- Create and execute a series of creative and artistic workshops run by PAC throughout the school year.
- Attend weekly/biweekly meetings with the Public Arts Coordinator, VP Events, VP Communications and VP Finance.
- Responsible for creating the year-long schedule of workshops/educational programming to bring arts opportunities to Western students.
- Innovate and develop impactful workshops with team members

VP Finance

- Oversee the Finance Portfolio
- Present the Public Arts Commission with a projected budget for the academic year prior to November 1st, a revised budget prior to January 10th, and a year-end budget prior to the of the academic school year
- Hold signing authority over all financial accounts of the Public Arts Commission alongside Coordinator
- Liaise with USC in regards to any and all financial matters as appropriate
- Oversee and provide guidance for the Finance director(s)
- Oversee and provide guidance for the First Year Finance Associate
- Provide necessary transition information to the incoming Public Arts Coordinator

- Complete a detailed final report prior to end of academic year

VP Communications

- Oversee the Communications portfolio
- Keep all members of the Public Arts Commission and the student body at large informed of all activities of PAC through all relevant mediums of marketing, publicity, and/or social media
- Maintain regular communication and updates of Public Arts Commission meetings, events, and activities;
- Oversee and provide guidance to the AVP Communications and rest of Finance portfolio including but not limited to the Marketing Commissioner(s), Outreach Commissioner, Graphic Designer(s), Website Designer(s), First Year Communications Portfolio Associate.
- Act as a liaison between the Public Arts Commission, and student body to promote the PAC events and to a foster relationship between students and the Public Arts Commission
- Collaborate with VP Events and VP Education to prepare and execute marketing plans that best integrate the objectives and intentions of the Public Arts Commission.
- Communicate with the VP of Finance and Coordinator to appropriately budget each initiative to measure feasibility and limitations.
- Promote PAC and the arts throughout campus.
- Complete a detailed final report prior to end of academic year