



University Students' Council – Position Description

Position Title:	Public Arts Coordinator
Supervisor:	Vice President Orientation & Programming
Remuneration:	\$18/hour
Hours of Work:	10 hours per week average
Term:	September 1 st – April 30 th

OVERVIEW:

The Public Arts Coordinator will promote the creation and awareness of students' art through programming and other initiatives, online and in person. In this role, you will execute programming to engage with students and promote all forms of art, encouraging artistic expression and exploration; implement some of the USC's biggest artistic events, namely *Nuit Violette* and the *Festival of Arts*; and collaborate with other files under the Orientation & Programming portfolio to promote artistic endeavors.

DUTIES AND RESPONSIBILITIES:

- With the support of a leadership team, develop campaigns, programs, and initiatives aimed at: promoting student art, encouraging artistic exploration, and implementing artistic and innovative endeavours on and across campus with a continued focus on equity, diversity, and inclusion.
- Promote the creation and appreciation of diverse art forms on campus through a variety of programming, with an explicit consideration for equity, diversity, and inclusion.
- Oversee the ideation, planning, execution, and promotion of the Public Arts Commission's on-campus programming (including events and displays), in collaboration with USC Productions.
- Act as the Creative Director of *Nuit Violette* and the *Festival of Arts*.
- Organize and execute at least two more exhibits and/or events pertaining to students' art per semester.
- Contribute to the budgeting and event proposal process with the AVP Orientation & Programming for all portfolio initiatives.
- Maintain an active working relationship with the Vice President Orientation & Programming and AVP Orientation & Programming.
- Adhere to USC bylaws, policies, and procedures.
- Respect the authority of the USC Executive, specifically the expectations communicated by the Vice President Orientation & Programming.

- Asks for help with projects and tasks where needed.
- Sit on working groups and committees at the request of the Vice President Orientation & Programming.

QUALIFICATIONS:

- All Coordinators must be an undergraduate or professional student as defined by Western University during the school year they are in the Coordinator role.
- A Coordinator cannot hold another USC paid position (USC Operation, AVP, Governance Leader, Intern) or USC Councillor, Purple Care Trustee, or Director position on the USC Board of Directors or the Appeals Board.

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 Vice President Orientation & Programming and the USC Human Resources Department.
- The Public Arts Coordinator will be expected to attend a mandatory EDI and Health and Safety training seminar conducted at the beginning of their term.