



University Students' Council – Position Description

Position Title:	Public Arts Coordinator
Supervisor:	Vice President Orientation & Programming
Remuneration:	\$19.50/hour
Hours of Work:	10 hours per week average
Term:	September 1 – April 30
Virtual Training:	Must be available Thursday, August 13th 5-7pm

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 collaborate with other files under the Orientation & Programming portfolio to promote artistic endeavors.

DUTIES AND RESPONSIBILITIES:

- 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 run an art competition during the year to showcase student artists.
- Organize and execute at least one more exhibit and/or event pertaining to students' art per semester.
- Contribute to the budgeting and event proposal process with the AVP Orientation & Programming for all portfolio initiatives.

QUALIFICATIONS:

- All Coordinators must be enrolled in an Undergraduate or Professional Student (Medicine, Law, Education and Dentistry) degree during their employment term.
- 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:

Candidates for this position should have aptitudes in the following areas:

- Strong interpersonal communication, organizational and time management skills.
- Creativity and effective problem solving.

TRAINING:

- All Coordinators will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice President Orientation & Programming and the USC People and Development Department.
- All Coordinators are expected to complete mandatory EDI and Health and Safety training conducted at the beginning of their term.