



BUILD A CITY. BUILD A FUTURE.



Public Art Coordinator

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

SCOPE

The City's Cultural Services Division is looking for a collaborative and detail-oriented Public Art Coordinator to initiate and implement public art projects that creatively enhance communities across Surrey. Reporting to the Manager of Culture, and supervised by the Public Art Planner, the Coordinator plays an important role for the Public Art Program and will help Surrey achieve its vision to be a thriving, green, inclusive City.

The Public Art Coordinator supports the City's Public Art Policy, Public Art Master Plan, develops artist calls, reviews public art proposals, engages with a range of artists and communities, maintains existing artworks in the collection and supports other cultural planning initiatives in the City. This is an excellent opportunity for an arts professional who is passionate about public art and community engagement.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Term (2 years)

RESPONSIBILITIES

As the Public Art Coordinator, you will:

- Develop reports and terms of reference for public art projects
- Convene community selection panels to adjudicate public art proposals, developing scoring matrices, and working with specialized advisory groups, as needed
- Contract artists, designers, fabricators, and other specialists through licences and service agreements
- Review art project production from concept development through installation, including reviewing and commenting on technical drawings, working closely with technical experts such as engineers, park planners and architects
- Manage project budgets, accounts payables, forecasting and related reporting
- Develop content for the Public Art e-newsletter.
- Respond to the maintenance needs of the public art collection
- Organize unveilings and special events pertaining to public art installations
- Write reports and prepare presentations to stakeholders, committees, and general public. Coordinate appropriate signage, didactic panels and for information and marketing purposes
- Balancing strong attention to detail and analytical skills with an engaging, consultative, relationship-focused approach to working with diverse artists, City departments and community stakeholders

This is a full-time Term position working 35 hours/week primarily during regular office hours, with occasional weekend or evening work as required for events and community consultation initiatives.

QUALIFICATIONS

The ideal candidate shares the City's values of Community, Innovation, Integrity, Service and Teamwork, and wants to be part of a dynamic team working to build a vibrant city. The successful candidate will have the following qualifications:

Completion of Grade 12 supplemented by a degree from a University in Fine Arts or related discipline plus 3 years of progressively responsible related experience or an equivalent combination of education, training and experience.

In addition, the successful candidate will have:

- Demonstrated project administration experience, ideally within urban planning, public art or placemaking context.
- Knowledgeable about best practices in public art programs
- Demonstrated knowledge and experience with Truth and Reconciliation.
- Strong organizational skills and ability to prioritize work tasks
- Ability to understand technical documents such as material specifications and architectural and engineering drawings
- An understanding of artwork fabrication and conservation processes
- Strong administrative skills, including keeping detailed meeting and project records, preparation of reports, and tracking contract deliverables and timelines
- Strong communication skills, both written and verbal, and the ability to listen and build relationships with community members, artists and other stakeholders.
- Thorough knowledge and understanding of the principles and values of community engagement processes, artistic processes, community cultural development and public-private development models
- Proficient computer skills in Microsoft Office, PowerPoint, Excel, and virtual meeting platforms
- Ability to work both independently and as part of a team
- Possess a valid BC Driver's License and access to a vehicle.

Applicants under consideration will be required to consent to a Police Information Check/Vulnerable Sector Check.

Successful applicants must provide proof of qualifications.

OTHER INFORMATION

Hourly Rate \$36.72

Steps	Hourly Rate
Step 1	\$36.72
Step 2 (6 Months)	\$37.91
Step 3 (18 Months)	\$38.98
Step 4 (30 Months)	\$40.60

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6256