
Lead Public Art Program Coordinator

DEPARTMENT:	Community Services	STATUS:	Regular Full-Time
NO. OF POSITIONS:	One	UNION:	CUPE387
HOURS OF WORK:	35 hours per week	SALARY:	\$42.45 to \$50.13 per hour (2024 rates) + comprehensive benefits package

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 85,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

New Westminster is home to a passionate and engaged arts community, and the City is seeking a dynamic individual to support the interests of this community by joining our team as the Lead Public Art Program Coordinator. Reporting to the Manager of Community Arts & Theatre, you will plan, develop and implement new permanent and temporary public art projects and related educational programs and events, as well as coordinate the maintenance and preservation of the City's public art inventory.

Duties include (but not limited to):

- Plan, oversee and lead the development and implementation of the City-wide public art program, public art projects and related programs and services, in alignment with policies, cultural strategies, and community objectives;
- Provide strategic advice, expertise and guidance to a variety of internal and external contacts such as City departments, developers and community partners to integrate public art into civic infrastructure, capital projects and neighbourhood plans, ensuring alignment with City priorities and objectives; and collaborates with engineers, architects and artists to ensure design integrity, feasibility and regulatory compliance;
- Conduct research and analysis of social, economic, cultural and artistic data; prepares reports, concept plans and recommendations to support policy, bylaw and program development related to public art initiatives;
- Lead complex planning and policy processes related to the public art portfolio including revising existing policies and preparing draft policies and guidelines; as required, provides input into community city-wide and inter-departmental planning policies, area plans, zoning considerations and other planning initiatives related to public art;
- Develop strategies and campaigns to promote community awareness, engagement and participation in public art; facilitate public consultation and advisory committee processes to gather and ensure meaningful interest holder inputs;
- Plan and convene review panels to adjudicate public art proposals and work with specialized advisory group members including Indigenous Elders, educators, community members and art experts;
- Develop artist calls and contracts with artists, contractors and specialized service providers;
- Oversee and evaluate the work of external artists, contractors and specialized service providers; provide direction, guidance and feedback throughout design, fabrication and installation to ensure compliance with project goals, budgets, schedules and safety standards;
- Build strong relationships and partnerships with a wide variety of internal and external interest holders (community groups, organizations, members of the public, businesses);
- Integrate City values of diversity, equity, inclusion and anti-racism into the public art Program by developing strategies to ensure that the City's public art collection and initiatives reflect the diversity of New Westminster and support an inclusive and welcoming community;
- Ensure accurate documentation and management of the City's public art collection, including its upkeep through active preservation, conservation and restoration methods that use industry best practices. Coordinates deaccessioning as required;
- Coordinate and facilitate unveiling event(s) and educational programs related to public art projects;

- Prepare policies, guidelines, project plans, reports and presentations related to the City's public art program and provide research, statistical and content analysis related to public art as needed;
- Provide administration and oversight of the City's public art reserve fund, input to associated operating and capital budgets, and monitor the same;
- Performs related work as required.

Requirements include:

- University degree in Urban or Regional Planning, Architecture, Landscape Architecture, Fine Arts, Art History, Cultural Resource Management or a related discipline, plus considerable related experience in public art administration, project management or conservation; or an equivalent combination of training and experience;
- Considerable knowledge of the principles and practices of community development, community art and public art, including associated methods and practices;
- Considerable knowledge of the rules, regulations, policies and procedures governing the work performed;
- Considerable knowledge of the needs and interests of the community and of sectorial best practices related to municipal public art planning;
- Considerable knowledge of design, construction and fabrication processes related to public art and civic infrastructure, including the ability to interpret and review artistic design materials, assess technical feasibility, review related drawings, specifications and cost estimates and ensure compliance with safety, accessibility and regulatory standards;
- Considerable knowledge of the principles and practices of public art conservation and maintenance, including the ability to assess condition, identify material and environmental risks and develop and implement conservation, restoration and deaccessioning plans in accordance with professional standards, municipal policies and cultural sensitivities;
- Demonstrated experience in program implementation and project management related to a public art, including coordinating artist calls and selection processes, contract development, project oversight and delivery, as well as documenting, registering and maintaining a public art collection;
- Sound experience in facilitating and supporting community committees and committees of Council;
- Sound experience in developing, maintaining, and reporting on operating and capital budgets, and administering associated funds;
- Knowledge of a wide variety of artistic media;
- Ability to establish and maintain effective working relationships with a variety of internal and external interest holders;
- Superior writing and communications skills;
- Proficient in the use of common office equipment and software including Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and Adobe Creative Suite (Photoshop, Illustrator);
- Ability to work a non-standard work week as operationally required;
- Ability to pass and maintain a clear Police Information Check with Vulnerable Sector.

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by January 30, 2026.

Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

We offer our employees great work-life balance, competitive salaries, comprehensive health, benefit and retirement plans (a percentage in lieu of benefits for auxiliary positions), education and training opportunities and challenging and rewarding work.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.

We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.