

### **JOB DESCRIPTION – Public Art Officer I**

The Edmonton Arts Council (EAC) is a not-for-profit organization that supports and promotes the arts community in Edmonton and works to increase the profile and involvement of arts and culture in all aspects of our community life. The EAC, recognizing that Edmonton is a city that values the role of arts in society, encourages innovation, exploration and dialogue in and with the city's arts community. The EAC, via its full range of activities, strives to reflect the diversity of the city of Edmonton.

We are looking for a highly organized and energetic individual to join our Public Art team. The ideal candidate is passionate about public art as a part of city building, and understands the responsibilities inherent in playing a key supportive role to bringing an artist's vision to reality. You are clear that public art is one aspect of a larger plan; your excellent project management skills underlie your good instincts in moving any given project toward a successfully integrated installation. While you are an independent worker, you work well with people and enjoy sharing the value of public art. You will embrace and commit to the EAC's mandate for inclusion of Aboriginal and culturally diverse artists in Edmonton's Public Art Collection. Our ideal start date is January 5, 2016.

### ***Position Summary***

Reporting to the Public Art Director, the Public Art Officer is primarily responsible for the development and implementation of a multitude of complex public art projects that result from the City of Edmonton Public Art policies and EAC Values and Mandate. This includes the administration, coordination, and review of key phases of the public art accession and installation processes for projects identified by the Public Art Director, including but not limited to Percent for Art and Transitory Art projects.

### ***Preferred Qualifications and Skills***

- Post secondary education in public art, design, architecture, planning or fine art. Equivalent professional experience will be considered
- Minimum of 3 years' relevant experience in project coordination/management including determining timelines, adherence to budgets, contract administration, logistics, and public engagement
- General understanding of public art materials, design, and construction processes
- A combination of advanced arts administration skills and the ability to successfully engage/consult with the community at large
- Proven ability to successfully manage and deliver concurrent projects
- Ability to manage various stakeholder relationships
- Excellent communication skills
- Strong working knowledge of MS Office for MAC and Creative Suite applications
- Understanding of local art history with a keen appreciation for Edmonton's public art collection, and knowledge of and interest in transitory art forms is an asset
- Proficiency in a language other than English is an asset
- Appreciation of and experience working with the City of Edmonton's Aboriginal and culturally diverse communities is a definite asset

**Responsibilities include but are not limited to:**

- Development of public art calls;
- Coordination of artwork selection processes;
- Facilitation between the artist and City engineers/architects and stakeholder groups for the entire project cycle from contract phase through to project completion;
- Facilitation and monitoring of artwork progress through reviews of project status, budgets, and invoicing;
- Administration of external meetings, responding to requests for information from artists and the public, filing, reporting, and data management relating to public art projects;
- Administration of all related public art information and associated processes and initiatives;
- Reporting on and evaluating public art projects as required;
- Coordination of artwork production by third parties as required by public art plan;
- Assisting with public art project community engagement strategies and activities;
- Coordination of relevant information with the EAC Communications Director or Officer that will be used in promotion of Public Art outreach and education programming;
- Adherence to Edmonton Arts Council policies and procedures, relevant City of Edmonton policies and procedures, and Public Art department procedures.

**Employment Term**

This position is full time and permanent.

**Remuneration**

\$45,000 to \$58,715 per annum. EAC benefits package

**Apply to**

Sally Kim  
Operations Director  
Edmonton Arts Council  
2<sup>nd</sup> Floor, Prince of Wales Armouries  
10440 108 Avenue, NW  
Edmonton, Alberta T5H 3Z9  
Email: [skim@edmontonarts.ca](mailto:skim@edmontonarts.ca), single attachment please

**Applications will be accepted until 4:00PM (MST), November 26, 2015.**

We are an equal opportunity employer. The EAC encourages diversity and welcomes applications from all qualified individuals.

*The Edmonton Arts Council thanks all applicants for their interest in this employment opportunity. Only those candidates under consideration for the position will be contacted*