



Public Art Facilitator (part-time)
Community Services/Arts, Culture & Heritage
File #19-P-10

Job Details

The Public Art Facilitator is responsible to develop and distinguish the Public Art Program in the City of Peterborough through administration processes and management of the City of Peterborough Art Collection while enhancing communication and raising the profile of the program.

Qualifications

We require an individual who has an Honours Bachelor Degree in visual arts (studio and/or art history), cultural planning, arts administration, history or anthropology with 1 to 2 years experience in public art development and management and/or conservation. A post diploma certificate in Museum Management and Curatorship would be considered an asset. Knowledge of principles and practices of public art, art conservation, arts and cultural education and community development is required.

Salary

\$29.18/hour

Application Information

Qualified applicants are invited to submit a résumé and cover letter, quoting file number, no later than 12:00 p.m. on **Monday, February 25, 2019**, to:

City of Peterborough, Human Resources Division, City Hall, 500 George Street North, Peterborough, Ontario K9H 3R9. Fax: (705) 742-7021 hr@peterborough.ca

The City of Peterborough is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the City's goods, services and facilities. If contacted for an employment opportunity, please advise Human Resources if you require an accommodation.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application, but advise that only those selected for an interview will be contacted.

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**CITY OF PETERBOROUGH
JOB DESCRIPTION**

Job Title:	Public Art Facilitator (PT)	Job Description Review Date:	September 2018
Department:	Community Services	Job Evaluation Effective Date:	September 2018
Division:	Arts, Culture & Heritage	Job Class:	7

Main Purpose

To develop and distinguish the Public Art Program in the City of Peterborough through administration processes and management of the City of Peterborough Art Collection while enhancing communication and raising the profile of the program.

Key Responsibilities

1. Coordinate the implementation of the public art program (project management, Artist call for Proposals, Artist selection process and approval and site selection, project budgets).
2. Develop and monitor project work plans and project deliverables; providing reports as required and ensuring necessary approvals are in place.
3. Consult with community organizations and City staff to develop nature and scope of project.
4. Administer event protocols for opening ceremonies and engaging dignitaries.
5. Administer media protocols and communication plans for projects.
6. Foster community partnerships and stakeholder support to engage collaborative participation in program.
7. Maintain of Public Art inventory including regular condition reports.
8. Update and monitor ongoing maintenance/conservation plan for public art.
9. Develops and implements programs to increase awareness of public art program.
10. Develops and manage Public Art Walking Tour App.

Education/Experience/Skills Training

Requires an Honours Bachelor Degree in visual arts (studio and/or art history), cultural planning, arts administration, history or anthropology with up to 2 years experience in public art development and management and/or conservation. A post diploma certificate in Museum Management and Curatorship would be considered an asset. Knowledge of principles and practices of public art, art conservation, arts and cultural education and community development is required.