

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (TOURISM & CULTURE DIVISION – PUBLIC ART & PROJECTS - LOCATION – 28 JAMES ST. N.)

ART IN PUBLIC PLACES SPECIALIST – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Program Manager, Public Art and Projects, the Art in Public Places Specialist is a community minded, innovative and creative individual who has responsibility for the development and implementation of a series of public art and art in public places projects in keeping with the Art in Public Places Policy, the Public Art Master Plan and cultural best practices.

The Art in Public Places Specialist will provide services in project management, public art planning, public consultation, facilitation, capital budgeting and estimating, design, technical detailing, site inspection, construction administration when required, preparation of reports and graphics, representing the department on various committees, coordinating with a wide range of capital projects, researching, developing methodologies, and completing specialized assignments.

GENERAL DUTIES

Manages all components of the development and implementation of public art and art in public places projects identified in City planning documents such as the Public Art Master Plan and through the capital planning process.

Directs a multi-disciplinary project team, prepares budget estimates and schedules, identifies laws and codes affecting the proposed work, and obtains all necessary clearances and approvals.

Promotes and facilitates collaboration, teamwork and other forms of integration among sections and divisions of the Healthy and Safe Communities Department, Public Works Department and the Planning and Economic Development Department in the development and implementation of public art and art in public places projects.

Visits project sites to obtain necessary physical, environmental, and cultural information affecting the site. Analyzes the information collected against the proposed program requirements and determines the site's opportunities and constraints for development or rehabilitation.

Analyzes projects, conduct research, and consultations; develop innovative and creative solutions; evaluates the viability of solutions (cost/benefit analysis) and decides on preferred options.

Develops conceptual plans and functional plans. Creates construction details and detailed construction drawings.

Prepares Terms of Reference for public art calls, hiring artists, analyzes submissions, prepares purchase order requisitions.

Administers construction contracts holds pre-construction meetings and conducts regular field inspections as required.

Produces project scheduling for each project and updates as required. Project schedules to be regularly reviewed and approved by Manager.

Develops project budgets for manager approval. Reviews and approves invoices for payment.

Writes technical and project reports, correspondence, memos, meeting minutes, and other project related documents.

Coordinates the artist selection and artwork selection processes. Coordinates the public consultation and jury process as applicable.

Liaises with the City's legal and purchasing services to develop artist contracts.

Reviews public art and art in public places proposals and projects and to determine materials, design, and placement that will maximize longevity and public safety and minimize maintenance costs while respecting the intentions of the artist in collaboration with the City's Senior Conservator.

Coordinates all aspects related to the artwork's siting and installation, including dedication/unveiling ceremonies as applicable.

Makes presentations to the general public, municipal committees, and other government agencies.

Receives and answers inquiries from the public, other City departments, outside agencies, other government agencies, consultants, contractors, and vendors.

Ensures all public art and art in public places projects are developed in compliance with City approved planning documents and federal, provincial and municipal legislations applicable to urban design and land use planning.

Works with community organizations to develop and implement art in public places projects.

Maintains an online computerized inventory, registration, and documentation on the public art collection in accordance with current technology and established industry standards and practices.

Coordinates the acquisition of artworks (including donated artworks) in accordance with established procedures and processes, as applicable.

Works in accordance with provisions of applicable health and safety legislation and all City of Hamilton Corporate and Departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Bachelors Degree in Architecture, Urban Design, Landscape Architecture, Arts Administration/Management, Conservation, or a related field combined with art sector experience in positions of similar responsibility.
2. Must have extensive knowledge of the principles and practices of landscape architecture and urban design including park design, streetscaping, architectural and construction detailing, planting design, land grading, as well as, a working knowledge of the design of roadway alignments, parking lots, subsurface drainage, outdoor lighting, plumbing, and irrigation.
3. Working knowledge of conservation practice, material science and design in relation to features located in the public realm.
4. Must have advanced computer skills and working knowledge of Microsoft Word for word processing, Microsoft Excel spreadsheets, Microsoft Outlook, PowerPoint, Photoshop, Indesign, Instagram and CADD (Computer Assisted Design and Drafting), preferably AutoCADLT.
5. Must be able to communicate effectively, in oral, graphic, and written form and have manual drafting and drawing ability.

6. Experience in leading simultaneous art in public places projects having planning, engineering, financial, legal, artistic and public use implications.
7. Experience coordinating staff and stakeholder teams and overseeing project budgets.
8. Ability to work independently and in an environment that demands and values a team approach.
9. Strong organizational, planning and facilitation skills. Excellent negotiation and mediation skills.
10. Experience in working with municipal Planning and Economic Development and Public Works Departments, volunteer committees and the community.
11. Experience working with and overseeing the work of consultants, contractors and professional artists.
12. Knowledge of Federal, Provincial and Municipal legislations as applicable to urban design and land use planning.
13. Knowledge of art in public places principles, practices and processes including current public art issues.
14. Experience in developing and leading public consultation opportunities.
15. Strong oral and written communication skills. Highly developed interpersonal skills and the ability to interact effectively in a political environment with elected officials, senior management, staff, community groups and the general public.
16. Ability to develop and deliver public presentations related to art in public places.
17. Ability to communicate the value of art and artists' contributions to urban life. Ability to contend with public controversy in a manner which advances the City's Art in Public Places Program.
18. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
19. The ability to travel to all City of Hamilton locations (must have own vehicle or alternate method of transportation); a class G driver's licence is preferred.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE, AND PROOF THEREOF IS REQUIRED AFTER HIRE.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
