

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (TOURISM AND CULTURE DIVISION - LOCATION – 28 JAMES ST. N., 2ND FLR)

MANAGER, PLACEMAKING, PUBLIC ART & PROJECTS

SUMMARY OF DUTIES

The City of Hamilton is committed to providing exceptional public spaces and public realm improvements across the city to reimagine urban development through arts and culture by engaging diverse voices, collaborating with partners, and supporting existing and emerging community strength.

Reporting to the Director of Tourism and Culture, the Manager of Placemaking, Public Art and Projects articulates the City's vision for the use of the public realm, the role of culture in the economic and cultural vitality of Hamilton, and the approach to development of public space and placemaking. Rooted in best practices in cultural planning and urban design, the Manager is a facilitator, connector and collaborator.

The Manager leads a dynamic team of designers and cultural workers to work with interdepartmental staff, partners with community groups, other levels of government, business, cultural leaders and citizens to create exceptional public realm spaces and cultural experiences that foster connection between citizens, provide opportunities to express and develop Hamilton's evolving local culture and contribute to Hamilton's economic and social prosperity.

The Manager is responsible for developing and implementing placemaking related projects, programs, and services for the City of Hamilton. The position oversees the strategic development of the cultural portfolio which includes, but is not limited to, growth and management of the City's public art collection, creative-based animation of public spaces, public realm projects and cultural development (including, but not limited to, support for Arts Advisory Commission and delivery of the Arts Awards). Identifies issues and opportunities related to the portfolio across the City, advises on culture and placemaking for infrastructure planning.

GENERAL DUTIES

The Manager is accountable to Council, General Manager, Director, interdepartmental staff, and public realm stakeholders such as the arts community, citizens and local business to create and animate public realm spaces that meet or exceed the legislated requirements for safety and function and that are meaningful to and embraced by the communities that use them.

The Manager is a contributing member of the Extended Corporate Management Team and the Tourism and Culture Management Team (TCDMT). TCDMT is responsible for guiding the activities of the Division, as a team, ensuring alignment with the direction set by the General Manager and Council, and building and sustaining the organizational culture.

PEOPLE LEADERSHIP AND ADMINISTRATION

Directs the day-to-day operations of the Placemaking, Public Art and Projects Section
Accountable for building and supporting a high-performance section that models the corporate culture.

Responsible for effectively utilizing and aligning people, budget, systems, processes, structure & culture, vision and mission to ensure provision of assigned programs & services and achievement of desired outcomes.

Supports the development of a workplace culture of high performance, inclusion, diversity, continuous learning and innovation.

Directs staff by delegating appropriate operational responsibilities to section employees; provides advice and guidance to ensure the performance of the section, alignment within the Division and Corporate goals.

Establish priorities for the allocation of resources, human and financial among multiple initiatives and implement modifications as required in response to changing circumstances. Report regularly on the status of the initiatives to the Director of Tourism and Culture.

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

Develop the Placemaking, Public Art and Projects annual work plan and contributes to both the Divisional and Departmental Operational and Capital plans.

Responsible for the development, administration, monitoring and reporting of the Placemaking, Public Art and Projects section related budgets and expenses in accordance with established corporate policies and procedures. Recommend future budget appropriations. Reports variances and mitigation strategies to the Director.

POLICY, PLANNING AND PROJECT MANAGEMENT

Accountable for ensuring that the activities and the services provided by the Placemaking, Public Art and Projects Section staff are delivered in the most effective and efficient manner in accordance with applicable regulations/guidelines and support the City plans, strategies and priorities

Manages all components of the development and implementation of Placemaking and Art in Public Places projects identified in City planning documents such as the Public Art Master Plan and through the Capital Planning Process.

Supervises the implementation and evaluation of the annual City of Hamilton Arts Awards Program.

Responsible for the City of Hamilton Arts Advisory Commission.

Engages in the development and review of policies and procedures that affect the design of the public realm.

Responsible for the development, coordination, promotion, administration and implementation of Placemaking related projects, programs, and services for the City of Hamilton including direct production of selected Placemaking projects, as applicable.

Reviews and evaluates Placemaking and Art in Public Places policies, procedures and processes with respect to current arts sector research, trends and industry standards recommending modifications to the Director of Tourism and Culture as required.

Ensures all Placemaking, Animation, Public Art and related projects are developed in compliance with City approved planning documents and federal, provincial and municipal legislations applicable to urban design and land use planning.

Develops master plans, conceptual plans and functional plans.

Directs the preparation of Terms of Reference for Placemaking/Public Art and related procurements such as selection processes, public art calls, jury assessments, hiring artists, analysis of submissions, and creation of purchase order requisitions.

Oversees administration of construction and consultant contracts.

Directs the public consultation and jury process as applicable.

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

Oversees all aspects related to the siting and installation of Placemaking related features in the public realm.

Initiates partnerships with other public institutions, not for profits and/or community groups in the development of projects and initiatives.

Collaborates with the City's Conservator or contracted conservation professionals to secure materials and conservation input into the production of art in public places and other Placemaking initiatives.

Promotes and facilitates collaboration, teamwork and other forms of integration among sections, divisions and departments of the City of Hamilton in the development and implementation of art in public places projects.

Directs the coordination, promotion, administration, and implementation of the Placemaking, Public Art and Projects Program for the City and for initiatives associated private sector developments. Liaises with private developers to negotiate Placemaking and Art in Public Places projects and contributions in collaboration with other City departments.

COMMUNICATION

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

Responds to issues of concern related to the portfolio raised by elected officials, the public, special interest groups, or government representatives.

Communicates with Councillors as required about ward-based projects and initiatives

Develops communication messages and plans in collaboration with City Communications staff.

Oversees social media channels and development of content related to the portfolio.

Writes reports to Committees of Council, technical and project reports, correspondence, memos, briefing notes, charters, and other project related documents.

Makes presentations to Committees of Council, municipal committees, community groups, professional bodies the general public, and other government agencies.

Builds and nurtures effective, active and collaborative networks and relationships with citizens, stakeholders, community groups and businesses involved with and affected by Placemaking projects across the city.

CONTINUOUS IMPROVEMENT, RESEARCH AND MEASUREMENT

Responsible for identifying and leading continuous improvement initiatives and innovation that results in desired performance outcomes; ensuring services are customer-focused, performance-oriented cost-efficient and effective.

Responsible for monitoring & communicating key performance metrics/outcomes for all assigned program & service areas and address variances.

Consult and liaise with municipal, provincial and federal government agencies and public and private sector groups relevant to Placemaking initiatives, policy reviews and development, project specific advocacy, and proposed changes in legislation.

Liaise with and participate in culture, art and placemaking based professional organizations to engage in information sharing, determine best practices and to establish and enhance the City's profile as a leader in the sector.

OTHER DUTIES

Represent the Division on Corporate committees, project teams, and community and professional committees as designated by the Director of Tourism and Culture.

Act on behalf of the Director of Tourism and Culture in their absence on Divisional, Departmental, and Corporate Teams and for other assignments as required.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton Corporate, Departmental and Divisional policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned by the Director of Tourism and Culture which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Bachelor's Degree in Architecture, Urban Design, Landscape Architecture or Cultural Studies, or equivalent degree, combined with an art related degree or experience in arts administration/management or related advanced technical knowledge gained from considerable experience, preference for at least 5 years experience.
2. Membership in the Ontario Association of Architects or the Ontario Association of Landscape Architects is an asset.

3. Must have extensive knowledge and experience in the principles, practices and trends in public realm design, placemaking, animation and public art.
4. Demonstrated record of leadership and guidance, technical competence, citizen focus, innovation/creativity, team advocacy, staff delegation and empowerment, and a commitment to ongoing excellence and continuous improvement.
5. Demonstrated experience in leading and managing staff is required.
6. Demonstrated experience in working in or with municipalities is required.
7. Demonstrated experience in working with equity seeking communities/groups, professional artists and creators, and the cultural sector.
8. Demonstrated knowledge in benchmarking, developing and monitoring budgets, negotiating agreements, administrative skills and working in a team environment.
9. Training and demonstrated skills in project management, strategic and operational planning, program planning, group facilitation, and community development.
10. Experience in managing large scale projects involving multi-disciplinary staff and stakeholder teams. Proven organizational skills and the ability to work to very tight deadlines and competing priorities.
11. Experience in leading simultaneous public places projects having planning, engineering, financial, legal, artistic, diversity, inclusion, equity, and public use implications.
12. Demonstrated research, analytical and problem-solving skills.
13. Strong organizational, planning and facilitation skills.
14. Excellent negotiation and mediation skills.
15. Experience working with and overseeing the work of consultants, contractors and professional artists.
16. Knowledge of Federal, Provincial and Municipal legislations as applicable to urban design and land use planning.
17. Experience in developing and leading public consultation processes.
18. Strong oral, written and graphic communication skills.
19. 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.
20. Must have advanced computer skills and working knowledge of Microsoft Word for word processing, Microsoft Excel spreadsheets, Microsoft Outlook, PowerPoint, Adobe Photoshop, Indesign, Social media platforms and CADD (Computer Assisted Design and Drafting).