



Position: Public Art Coordinator
Term: 1-Year Contract (Parental leave coverage)
Location: Toronto, Ontario, Canada
Reporting to: Public Art Program Manager

Waterfront Toronto was established by the Government of Canada, the Province of Ontario and the City of Toronto in 2001 to oversee and lead the renewal of the city's waterfront. Our mandate is to deliver a revitalized waterfront that brings together the most innovative approaches to sustainable urban development, excellence in urban design, real estate development, and leading technology infrastructure. Working with the community, and with public and private-sector partners, Waterfront Toronto creates neighbourhoods anchored by parks and public spaces, and diverse, sustainable, mixed-use communities that offer a high quality of life for residents, employees, and visitors alike. We are transforming the waterfront for the use and enjoyment of the people of Toronto, Ontario and Canada, to foster economic growth and to redefine how the city, province and country are perceived by the world.

The Opportunity: Public Art Coordinator

Waterfront Toronto is seeking a **Public Art Coordinator** to help develop and implement Waterfront Toronto's [Public Art Program](#). Seeking a creative and energetic individual who has knowledge of contemporary art and culture, and experience in project coordination. A collaborative approach to working and excellent communication skills, both verbal and written, are essential.

The Public Art Coordinator will support the Public Art Program Manager in drafting commissioning documents for permanent and temporary projects, coordinating selection panels, overseeing budgets, timelines and contracts for artists, and the fabrication, installation and deinstallation of multiple public art projects along Toronto's waterfront. These projects will require actively liaising with City of Toronto and Waterfront Toronto departments, as well as external partners and stakeholders. Input into broader cultural programming along the waterfront will also be required. This will include researching innovative creative initiatives and developing new and existing partnerships.

Key Responsibilities:

- Work with the Public Art Program Manager to plan and implement public art projects across the waterfront.
- Assist with the drafting of commissioning documents, memos, change orders, and policy and planning documents.
- Assist with managing artist evaluation and selection processes.
- Coordinate projects to ensure they run smoothly and meet technical and logistical requirements, including timelines and budgets, permits and permissions, site requirements, and fabrication and installation processes.
- Liaise with artists and stakeholders throughout the duration of projects.
- Work with the Communications team to support the promotion of projects and the program in general.
- Assist with public art program budgets, reporting and invoicing.
- Create presentations on individual projects and the broader program.
- Assist in raising the profile of the public art program and increase public knowledge of public art along the waterfront.
- Identify emerging contemporary art issues through knowledge of trends and best practices in public art.
- Provide research, statistical and content analysis related to public art as needed.

- Assist in maintaining a public art inventory in the GIS system, managed by Waterfront Toronto's CAD/GIS Analyst.
- Perform other job-related duties as required.

Skills and Qualifications:

- 1-2 years minimum relevant work experience in project coordination, specifically in visual arts.
- Post-secondary education degree required in relevant field such as Art History, Curatorial Practice, Architecture, Urban Design, Landscape Architecture, Arts Administration, Arts and Cultural Programming, etc.
- Strong written and verbal communication skills.
- High proficiency in Photoshop, InDesign and Microsoft 365 Suite; including Word, Excel, Power Point, Outlook and Teams.
- Excellent interpersonal skills for negotiating with a broad range of partners and stakeholders.
- High level of organizational skills and attention to detail.
- Proven project management, logistical and interpersonal skills including the ability to co-lead committees, oversee contracts/vendors, provide direction to artists and monitor project budgets.
- Sound judgement, problem solving and conflict resolution skills with the ability to handle matters of a confidential nature.
- Proven ability to work independently and collaboratively on multiple projects simultaneously.
- Excellent troubleshooter and creative thinker.
- Willingness to work on a broad variety of tasks, from simple to complex.
- Ability to prioritize and to be flexible in response to changing workload demands.

Salary: We offer a competitive salary.

Other Considerations:

During this time, Waterfront Toronto is operating in a hybrid work environment. Employees are currently required to work in our office three days per week and have the option to work remotely for the remainder of the week. This is subject to change by the Corporation.

Application Process:

Candidates should email their resume and cover letter, together in one (1) PDF document to: careers@waterfrontoronto.ca, quoting **File #24-10**, by **July 21st, 2024**.

Please indicate in your cover letter how you learned about the job posting and include the specific site or network.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

Waterfront Toronto is an equal opportunity employer, committed to representing the diversity of the city of Toronto on our team and fostering an inclusive workplace. To this effect, you are encouraged to reflect upon the diversity you would bring to the role within your application, including, but not limited to, identifying with one or more of the under-represented groups identified within the Ontario Human Rights Code. We will provide equitable treatment and accommodation to ensure barrier-free employment. If you require accommodation under the Ontario Human Rights Code or Accessibility for Ontarians with Disabilities Act, 2005 (AODA) at any stage of the recruitment process, please advise and we will work with you to meet your needs, up to the point of undue hardship.