

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Curator, Public Art

Department:	Community Services
Classification:	Term
Affiliation:	CUPE Local 129
Vacancy Reason:	Existing
Shift/Hours:	Monday – Sunday, varied hours between 7:00 am – 10:00 pm, less than 40 hours per week
Salary Range:	\$42.71 per hour (Union Pay Grade 17)
Work Location:	2460 Brock Road, Pickering, ON (Hybrid Remote)
Date Posted:	Tuesday, May 13, 2025
Deadline to Apply:	Tuesday, May 20, 2025

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Curator, Public Art.

The successful incumbent coordinates all aspects of the City’s Public Art Plan, in accordance with the Cultural Strategic Plan and the Public Art Policy. The Curator, Public Art will positively contribute to creative placemaking, advancing the goals of the City of Pickering by fostering a culturally vibrant community that engages residents and tourists, raises the quality of life and attracts investment. The Curator will work to integrate the City’s core values of equity, diversity, inclusion, and accessibility into the public art program.

Primary Responsibilities

- Develops, coordinates and implements the Public Art Plan, including oversight of public art acquisitions, de-accessions, preservation, conservation, installation, exhibits and displays. Curates, plans, develops and implements permanent and temporary public art projects, as it relates to the Public Art Plan and ensures all projects follow the CUL 130 Public Art Policy.
- Integrates the City’s core values of equity, diversity and inclusion into the public art program by developing strategies to ensure that the City’s public art collection and initiatives reflect the diversity of Pickering and supports an inclusive and welcoming community.
- Develops public art strategies, renderings, site maps, and plans. Liaises with City staff from multiple departments to include public art in community facilities, parks, roads, and other city-owned infrastructure where applicable.
- Prepares commissioning documents (e.g. Expression Of Interest, Request For Proposal, Request For Quotation, and Terms of Reference), planning documents, and reports as required. Facilitates artist contracts, and coordinates procurement, payment of artists, materials, and project elements.
- Coordinates project deliverables by leading project teams, coordinating with multiple city staff, artists, and stakeholders. Ensures that project deliverables are met by attending site meetings, overseeing installation activities, and leading project meetings.
- Leads public consultation and community engagement initiatives as it relates to public art. This may include a variety of tactics including surveys, focus groups, online polling, open house meetings, etc.
- In coordination with the Community Services marketing team, develops reports and promotional materials that may include exhibit catalogues, project reports, public art wayfinding, exhibit panels, and signage. Creates social media content to promote public art projects.
- Ensures proper documentation of the Public Art Collection, utilizing the PastPerfect collections database. Responsible for the digitization and tracking, reviewing and inventorying of public art pieces.
- Maintains the upkeep of the Public Art Collection through active preservation, conservation and restoration tactics, using industry best practices. Tracks and maintains a documented record of the Public Art Collection maintenance.
- Chairs and coordinates the Public Art Jury (PAJ); a multidisciplinary group of technical and expert artists and residents, on existing and new public art projects when needed. Works with the

appropriate committee(s) to commission artists for designated sites and makes recommendations of artists for specific projects.

- Coordinates 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.
- Coordinates and facilitates unveiling event(s) related to public art projects.
- Secure funding for public art projects or elements through the research, development and submission of grant programs/applications, and through the solicitation of sponsorship opportunities and requests.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Degree in Fine Arts, Conservation, Curatorial Studies, Digital Media, Arts Administration/Management, or any combination of education, workplace training and experience deemed to be acceptable by the Corporation. A Masters degree is preferred.
- Three years' experience in managing public art or project management in an art gallery and/or municipal setting; including artist selection processes, curation, budget management, grant writing and all other related aspects to the management of public art.
- Experience developing public art projects in collaboration with artists from diverse community groups, and cultural and professional backgrounds.
- Must hold current Standard First Aid, and Basic Rescuer CPR-C and Auto External Defibrillator (AED) certificates.

Knowledge, Skills and Abilities

- Excellent written, verbal, and interpersonal communication skills.
- Superior organizational skills and attention to detail.
- Ability to manage and prioritize multiple projects, work under pressure and meet deadlines.
- Knowledge of the City's procurement policies and use of SAP an asset.
- Proven ability to work independently on assigned duties under minimum supervision.
- Demonstrated proficiency in the use of personal computers and MS office software products including Word, Excel and Outlook.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.

Compensation includes a hybrid remote work schedule and optional participation in our OMERS pension plan.

Qualified candidates may complete an [online application form](#) where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

