

Gardiner Museum

Community Arts Space Projects Coordinator

Application Deadline: May 3, 2019

Rate of Pay: \$20/hr

Interviews: May 13-17, 2019

Intended Start Date: May 27, 2019

Term: Full-time, temporary, until September 30, 2019

The Gardiner Museum brings together people of all ages and communities through the shared values of creativity, wonder, and community that clay and ceramic traditions inspire.

We engage audiences with exhibitions, programs, and hands-on classes, while stewarding a significant permanent collection. We interpret historical ceramics to emphasize their relevance today, and champion emerging and established Canadian artists and their role in the broader world. We innovate through clay education, as we bring together the experience of making with a deeper understanding of the art of ceramics.

We believe in making, looking, and thinking through clay.

The Community Arts Space Projects Coordinator reports to the Programs Manager, and is a member of the Education & Programs and Curatorial Department team. This position is responsible for supporting the planning, organization, management and delivery of the Community Arts Space 2019 Exhibition Hall Projects. They will work in co-operation with artists, community collaborators and stakeholders in accordance with Community Arts Space programming needs at the Gardiner but also neighbourhood hubs which include The 519, Akin, and Art Starts.

Duties

- Manage and facilitate the Community Arts Space exhibition hall projects: The Youth Project, The Transformative Justice Project and The Artist-in-Residence Project, working in co-operation with Community Arts Space project leads in accordance with programming and installation needs at the Gardiner but also at our neighbourhood hubs. 60%
- Facilitate program evaluation process, liaising with partners, stakeholders and participants in support of impact reporting deliverables. 20%

- Facilitate effective outreach and community consultation in support of the program and its projects, liaising with marketing, Community Arts Space partners, community collaborators, supporters and stakeholders. 10%
- Communicate effectively with participants, audience members, and other stakeholders as well as respond to all stakeholders in a timely, effective and respectful manner. 5%
- Monitor and manage program expenditures while adhering to budgets, execute check requests and expense reimbursements 5%

Requirements

Program Delivery

- Experience in exhibition coordination and/or program delivery
- Demonstrated project management skills and experience with time-sensitive projects; experience in developing work plans
- Assisting Program Manager in the development and maintenance of budgets
- Excellent written and verbal communicational skills
- Exceptional organizational skills, problem solving and attention to detail
- Ability to multifunction, work under pressure and meet multiple deadlines
- Familiarity with community-engaged arts sector in Toronto, and understanding of art-making in a community and museum context
- Demonstrated planning and scheduling skills
- Availability evenings and some weekends as required
- Team player, able to work independently

Interpersonal/People Management Skills

- Experience working with other partners and liaising with different stakeholders
- Experience in working with children and youth
- Ability to interact with diverse audiences, including culturally diverse and marginalized groups, and all age ranges
- Ability to collaborate with internal colleagues and external partners and create ways to meet mutual goals

Technical Skills

- Proficiency in Microsoft Office
- Administrative and reporting experience, and attention-to-detail

Working conditions and special conditions of employment

- Must be comfortable working in an open concept office environment
- Able to undertake flexible working hours when necessary

To apply, candidates should submit a letter of interest and CV in one PDF document by April 26 at 5 pm to hr@gardinermuseum.com. Please reference "Community Arts Space Projects Coordinator" in the

subject line. No phone calls or visits please. For further information on the Gardiner Museum, please refer to our website: www.gardinermuseum.com.

The Gardiner Museum is an equal opportunity employer and encourages applications from qualified candidates from visible and invisible minority group members, women, Indigenous persons, persons with disabilities, persons across the spectrum of sexual orientation and gender identities, and others with the skills and knowledge to productively engage with diverse communities. We are committed to hiring on merit and to removing barriers in employment policies. Should you require accommodation during the interview process, please let us know and we will work you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.