

Gardiner Museum

Building Community with Clay

Programs & Education Assistant

Application deadline: October 7, 2022

Start Date: November 4, 2022

Annual Salary: \$40,000 - \$45,000 commensurate with experience, plus a comprehensive benefits package

Term: Full-time, one year contract

The Gardiner Museum celebrates the art of ceramics and engages local and international audiences by promoting understanding of the long history of people crafting in clay. Through the display of its permanent collections and special exhibitions, as well as through studio education, programs that engage diverse communities, and major contributions to scholarship, the Gardiner champions ceramics. The Gardiner Museum is among the few museums in the world focused on ceramics and is one of the most important specialty museums internationally.

The Programs & Education Assistant reports to the Programs Manager and is a member of the Curatorial Department team. The role supports the administrative and presentation logistics related to the Programming and Educational work of the Museum, including: special exhibition programs, International Ceramic Art Fair (ICAF) programs, digital programs, annual lectures, Community Arts Space (CAS), bookings for group tours and schools, and seasonal and special projects.

DUTIES

Overall

- Coordinate and execute administrative tasks related to in-person and online program administration, planning, and delivery; including updating budgets, vendor outreach, letters of agreement, event notes, and flight and hotel reservations
- Assist with developing production schedules for programs and events
- Prepare and review letters of agreement and contracts with artists, presenters, and project partners
- Monitor program expenditures while adhering to budgets, execute cheque requests and expense reimbursements
- Liaise with external contacts, including artists, presenters, community partners, and partner organizations; cultivate enduring community partnerships with organizations and individuals
- Liaise with departments within the Museum, particularly Curatorial for overall coordination, Marketing for promotion of programs and events, Operations for program set-up and delivery, and IT for in-person and digital programs delivery
- Set up and facilitate delivery of in-person programs
- Conduct sound checks with presenters of in-person and online programs

- Liaise with CAS partners and support on administrative and presentation tasks related to Community Arts Space projects
- Track audience engagement numbers for in-person and online programs
- Facilitate program evaluation process, liaising with partners, stakeholders and participants in support of impact reporting deliverables
- Coordinate bookings for all school group visits, including online booking inquiries, confirmations, scheduling, payment, and follow up
- Assist with Curatorial, Education and Programs special initiatives and other projects as needed

SKILLS

Overall

- Experience in program coordination and delivery
- Demonstrated planning and scheduling skills
- Knowledge of the non-profit sector; familiarity with community-engaged arts sector in Toronto
- Experience maintaining budgets
- Experience liaising with artists and drafting letters of agreement with artists and presenters
- Experience working with and forming partnerships
- Excellent written and verbal communicational skills
- Attention to detail and strong organizational and problem-solving skills
- Ability to multifunction and meet multiple deadlines

Interpersonal Skills

- Ability to communicate effectively with artists, participants, audience members, and other stakeholders and respond to all stakeholders in a timely, effective and respectful manner
- Able to work independently and as part of a team
- Experience working with diverse audiences of all ages, including culturally diverse and marginalized groups
- Ability to collaborate with internal colleagues and external partners to meet mutual goals

Technical Skills

- Proficiency with Microsoft Office
- Proficiency with Zoom
- Knowledge and understanding of social media and web platforms

Required Experience

- 2 years of experience coordinating programs or events
- Prior work experience in a museum/gallery environment, or arts organization
- Post-secondary degree, college or university

Working conditions

- Availability some evenings and weekends as necessary
- Must be comfortable working remotely or in an open concept office environment

- Must be comfortable working with the public
- Must abide by the Museum's Covid-19 safety protocols and safety measures

Special conditions of employment

This position is built on working five days out of seven days. Flexibility is required for some evening and weekend work in order to deliver programs.

This role is one that evolves as the Museum does and candidates should be comfortable with responsibilities changing in line with strategic objectives, curatorial vision, and Covid-19-related interruptions to schedules. The Gardiner Museum regularly updates its COVID-19 protocols and health measures in accordance with the Province of Ontario in an effort to protect the health of both visitors and staff.

Please note this position requires the candidate to work from the museum, sometimes working with the public, to fulfill a number of duties. The candidate must also feel comfortable working in cooperation with students, community collaborators, Museum members, and stakeholders in accordance with Education and studio needs at the Gardiner.

To apply, candidates should submit a letter of interest and CV in one PDF document by October 7, 2022 to hr@gardinermuseum.com. Please reference "Programs & Education Assistant" 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. Reasonable accommodations for disabilities will be provided, on request, to support applicant's participation in all aspects of the recruitment and selection process.

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