



Building Community with Clay

Education Manager

Deadline: August 5, 2022

Start Date: Sept 19, 2022

Salary: \$52,000-62,000

Term: Full-time ongoing

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 Education Manager reports to the Curator of Programs & Education and is a member of the Curatorial Department team. This position is responsible for the planning, organization, management and delivery of the school programs, sessional and one-off clay classes, and family programming. The ideal candidate would bring new thinking around Education, assisting with the design and development of museum education materials that attract new audiences to the Museum. The Education Manager ensures that formal education programs are innovative, well-organized, and meet the Museum's revenue targets.

The primary areas of work consist of School Groups, Sessional and Group Classes, Education Programs, Studio, Family Programming, and Guided Tours.

DUTIES

School Groups (25%)

- Coordinate all school group visits, including online booking inquiries, confirmations, scheduling, payment, and follow up
- Deliver in-gallery teaching for half- and full- day school group programs
Train and supervise contract school program educators as required
- Develop and deliver school programs for temporary exhibitions
- Develop new curriculum-based school programs that center object-focused learning
- Participate in developing changes to in-gallery interpretation of collections

Sessional and Group Classes (25%)

- Create and maintain calendars for sessional and special group classes in keeping with the Gardiner Strategic Plan
- Support budget tracking on both revenue and expense sides
- Develop new, critically engaged classes

- Hire, train, and supervise part-time studio instructors
- Manage bookings for private and corporate classes

Camps and Seasonal and Family Programming (20%)

- Develop and coordinate March Break and Summer camps
- Hire, train, and supervise temporary camp staff
- Coordinate and organize camp supplies and off-site spaces
- Support studio-based activities of Community Arts Space
- Oversee hands-on activities during winter holidays
- Coordinate Family Sundays, including create weekly programming and monthly descriptions
- Schedule instructors, facilitators, and coordinate volunteers
- Prepare and maintain supplies for weekly activities

Studio (20%)

- Oversee smooth operation of the Education studios including timely firing, overall organization of space, maintenance of materials and equipment
- Supervise part time Studio Coordinators; liaise with instructors and facilitators
Maintain and update as needed studio policies and procedures
- Order materials and supplies

Guided Tours and Private Groups (10%)

- Manage bookings for adult group tours delivered by docents, Education, or Curatorial staff
- Manage bookings for birthday parties and private and corporate groups
- Deliver in gallery education for adult group tours and private and corporate groups
- Lead training for docent volunteers

REQUIREMENTS & SKILLS

Requirements

- Excellent written and verbal communication skills, including facility with adapting to multiple ages, backgrounds, and experience levels
- Creative thinking, research, and writing skills for developing innovative and experimental in-gallery and studio education with related curriculum links
Familiarity and relationships with schools and school boards
- Demonstrated project management skills and experience with scheduling and time-sensitive projects
- Exceptional organizational and problem solving skills with keen attention to detail
- Ability to work under pressure and meet multiple deadlines
- Bilingual (French and English) is a major asset, or knowledge of second-language

Technical Skills

- Proficiency in Microsoft Office, Teams, and Zoom

- Working knowledge of NCR CounterPoint POS system an asset
- Familiarity with the core operations of a ceramics studio

Interpersonal/People Management skills

- Ability to interact with diverse audiences, including culturally diverse groups and ages ranging from junior kindergarten to university to adults
- Anti-oppression / Anti-racism training
- Ability to communicate with visitors one-on-one and while speaking to large groups
- Excellent interpersonal skills, including ability to collaborate with internal colleagues, external partners, and contract staff to meet mutual goals

Experience/Bona fide education licenses or degrees required

- University degree
- Minimum 3 years of experience of working with children and youth
- Prior work experience in a museum/gallery or ceramics environment preferred

Working conditions and special conditions of employment

- This position is premised on working five out of seven days per week
- Must be comfortable working in an open concept office environment
- Ability to undertake flexible working hours when necessary, including weekend and after-hours work
- Comfortable standing for extended periods of time
- Must be able to lift a 20kg box of clay

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 co-operation 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 August 5, 2022 to hr@gardinermuseum.com. Please reference "Education Manager" 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.