



Celebrating the Art of Ceramics

Administrative Assistant

Application Deadline: May 27, 2022

Start Date: July 4, 2022

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

Term: Full-time, permanent

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 Gardiner Museum has a collection of over 4,000 objects from the Ancient Americas, Europe, Japan and China, as well as contemporary works with an emphasis on leading Canadian artists. The Gardiner Museum is among the few museums in the world focused on ceramics and is one of the world's most notable specialty museums.

The Administrative Assistant will provide administrative support in various areas of the Museum's activities, including to the Museum Board, the Executive and Deputy Directors, and the Curatorial Department.

As Administrative Assistant to the Museum Board and Executive Assistant, this position reports to the Executive Director and Deputy Director. In this capacity, this position is responsible for the successful planning and administration of quarterly Board and Committee meetings, as well as providing administrative and scheduling support to the Executive and Deputy Directors.

This position will also support the activities of the Curatorial Department, with intermittent project-based assignments from other areas of the Museum as warranted. In this capacity, this position reports to the Senior Curator.

DUTIES

As Administrative Assistant to the Museum Board (20%):

- Schedules quarterly Board and Committee meetings in consultation with Board Chair and Committee Chairs
- Coordinates invitations to Board and Committee meetings, including RSVPs and reminders for in person and virtual meetings
- Coordinates assembly and circulation of meeting materials with Board Chair, Committee Chairs, and relevant staff, typically including agendas and draft minutes from previous meetings
- Records minutes during meetings, working with Board Chair and Committee Chairs to finalize
- For virtual meetings, hosts and coordinates Zoom session, including admittals, screen sharing, etc.
- For in person meetings, organizes hospitality as required
- Prompts Chairs on procedural matters as needed, requiring familiarity with rules of order
- Follows up on any matters raised at Board and Committee meetings that need to be addressed before the next quarterly meetings, coordinating with staff as needed
- Communicates information with entire Board as directed by Chair, CEO, or Deputy Director, including as related to news items, special events, and programs
- This aspect of the position averages one day per week, with concentrations of time required immediately before, during, and after quarterly meetings

As the Executive and Museum Assistant (30%):

- Maintains calendars for both the Executive Director and Deputy Director by scheduling meetings, travel, and other logistical support as required
- Supports administrative tasks for ED/CEO and Deputy Director
- Responds to various inquiries as indicated
- On a project basis, support Development, Marketing, and Programs/Educations Departments including Membership communications, special events coordination, and communications support
- It is anticipated this aspect of the position averages a day and half per week

As Administrative Assistant to the Curatorial Department (50%):

- Provide administrative support for Exhibitions. Tasks may include: scheduling meetings; maintaining checklists; assisting with the coordination of art shipments; mailing documents and books; sourcing research material upon request.
- Provide administrative support for Collections. Tasks may include: support on special projects as needed; facilitating donations and acquisitions; fulfilling image requests; coordinating artist copyright and exhibition licenses for the permanent collection; digitizing collection records.
- Provide support for Installations. Tasks may include: maintaining supplies; submitting expense reports; coordinating contract staff.
- Oversee the storage and inventory of publications; make book purchases for the Library upon request.

REQUIREMENTS

Skills

- Demonstrated planning and scheduling skills
- Excellent organizational skills, with attention to detail
- Ability to work in a fast-paced environment and commitment to deadlines
- Ability to set priorities and to work independently as well as in collaboration with other team members
- Superior written and verbal communication skills, liaising between staff and Board/Committee members, and taking minutes at meetings
- Ability to maintain strict confidentiality regarding Museum matters and Board communication
- Diplomacy and excellent interpersonal skills
- Proficiency with Microsoft Office and Zoom, knowledge and comfort with chairing virtual meetings
- Asset: Experience with museum database software

Experience

- 2 years experience in a similar administrative role (paid or internship)
- Experience in the non-profit sector, particularly a museum, gallery, or cultural organization preferred

Working Conditions

- Must be comfortable working in an open concept office environment or remotely
- Able to undertake flexible working hours when necessary, including after-hours work

The Gardiner Museum regularly updates our COVID-19 protocols and health measures in accordance with the Province in an effort to protect the health of both visitors and staff.

To apply, candidates should submit a letter of interest and CV in one PDF document by May 27, 5pm, to hr@gardinermuseum.com. Please reference “Administrative 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.