



Education Manager

Education Manager Application

Deadline: August 13, 2021

Start Date: as soon as available

Salary: \$50,000

Term: Full-time permanent position

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 schools program, clay classes, and family programming. The ideal candidate would bring new thinking around education, assisting with the design and development of the Gardiner's 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, Classes, Education Programs, Studio, Family Programming, and Guided Tours.

School Groups (20%)

- Coordinates all group tour visits
- Teach, deliver, and facilitate half and full day programs to school groups
- Responsible for phone and online bookings for school visits
- Send out confirmations, maintain deposit information, and complete follow up actions as required
- Contact school groups for pottery pickups, coordinate packing and follow up when needed
- Coordinate virtual school group visits

Classes (20%)

Maintain booking calendars, including calendar of events for groups and sessional classes and potters schedules

- Hold Classes budgets and meet revenue targets
- Work alongside Instructors to plan and implement adult wellness clay classes
- Coordinate virtual educational classes

Educational Programs and Camps (20%)

- Create and execute new school programming for temporary exhibitions
- Assist with curriculum building and gallery teaching that centers object focused education
- Develop and coordinate March Break and Summer Camps
- Coordinate studio related activities as part of Community Arts Space
- Coordinate virtual educational classes
- Prepare special activities for holidays

Studio (20%)

- Knowledge or familiarity with clay studios
- Coordinate studio maintenance and schedules with Studio Coordinators
- Update studio policies and ensure they are being followed by visitors and Instructors
- Liaise with potters, instructors, and facilitators
- Assist with the studio component of Community Arts Space
- Order studio materials as needed, and assist in studio maintenance

Family Programming (10%)

- Coordinate Family Sundays, including creating weekly programming and monthly descriptions, scheduling Potters and Facilitator, coordinating volunteer schedule, preparing materials for weekly activities, and keeping inventory of supplies

Docents/Guided Tours (10%)

- Maintain booking calendars including calendar of events for guided tours
- Responsible for phone and online bookings for adult group tours, birthday parties, and private and corporate groups

Requirements

- Excellent communicator that is able to adjust class deliver based on group ages and skill levels
- Creative thinking required for developing new educational classes and tours
- Familiarity and relationships with schools and school boards
- Research, analytical, and writing skills for creating new programs and matching curriculum links
- Demonstrated project management skills and experience with time-sensitive projects
- Exceptional organizational skills, problem solving, and attention to detail
- Ability to multitask, work under pressure, and meet multiple deadlines
- Excellent written and verbal communication skills
- Demonstrated planning and scheduling skills
- Bilingual (French and English) is a major asset, or knowledge of second-language

- Vulnerable sector check

Technical Skills

- Proficiency in Microsoft Office
- Proficiency with Zoom (knowledge of and comfort with running virtual webinars)
- Working knowledge of NCR CounterPoint POS system

Interpersonal/People Management skills

- Minimum 3-4 years' experience of working with children and youth
- 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 customers one-on-one and while teaching and speaking to large groups
- Excellent interpersonal skills, including experience with teamwork
- Ability to collaborate with internal colleagues and external partners and create ways to meet mutual goals; supervision of contract staff

Other

- Comfortable standing for extended periods of time
- Must be able to lift 50 lbs 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 our COVID-19 protocols and health measures in accordance with the Province 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 13, 2021 at 5 pm** 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.