

Gardiner Museum

Programs Manager

Application Deadline: October 10 at 5pm

Start Date: asap

Salary: \$45,000 - \$48,000

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 Programs Manager conceives, organizes, and delivers public programming in support of the permanent collection, special exhibitions, and audience development goals of the Museum. The Programs Manager is responsible for developing public programming initiatives and strategic community partnerships, and reports directly to the Senior Manager, Education & Programs. This role is one that evolves as the Museum does and candidates should be comfortable with responsibilities changing in line with strategic objectives and the curatorial vision. This position will require the candidate to build knowledge of the Gardiner Museum's permanent collections and exhibitions.

DUTIES

- Develops all annual programming in support of special exhibitions, permanent collections, and Community Arts Space emphasizing a direct connection to clay and ceramics. (20%)
- Leads development, planning, and execution of Community Arts Space program. (20%)

- Ensures programs align with key points of the Museum's Curatorial Vision and Strategic Plan. (10%)
- Works in consultation with the Senior Manager, Education and Programs and the Chief Curator at initial stages of project development, incorporating other internal and external stakeholders as planning develops on a case by case basis. (10%)
- Liaises with other departments within the Museum, in particular: Marketing for promotion of events; Development on programs related to member benefits; Education and Curatorial for overall coordination; and Operations for program set-up and delivery. (5%)
- Identifies and implements strategies for ongoing audience development, cultivating enduring community partnerships with organizations and individuals throughout the year. (10%)
- Coordinates and executes all administrative tasks for program planning and delivery, including: vendor outreach, budget planning, letters of agreement, flight and hotel reservations, and event notes. (15%)
- Coordinates programming for city-wide events such as Nuit Blanche and Culture Days. (5%)
- Assisting with Curatorial, Education and Programs special initiatives and other projects as needed. (5%)

REQUIREMENTS & SKILLS

Business Skills

- Proficiency with Microsoft Office
- Working knowledge of forecasting and budgeting, including ability to work with a budget and within a budget
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills

Technical or mechanical skills

- Event coordination skills for talks, lectures, museum-wide events, live performance, co-presented events , among others
- Calendar management and planning
- Knowledge and understanding of social media and web platforms

Interpersonal/People Management skills

- Knowledge of the non-profit sector, and a preferred strong network of cultural and academic contacts in Toronto and beyond
- Experience in working with and forming partnerships
- Ability to analyze trends in event attendance
- Ability to work well with a team in executing events
- Ability to be proactive and a self-starter

- Ability to collaborate with external partners and create ways to meet mutual goals
- Excellent customer service skills for interacting with visitors
- Identify, build and maintain prospective community and cultural organizational partners
- Capacity to work under pressure, multi-task and to meet deadlines

Experience/Bona fide education licenses or degrees required

- 2 – 5 years’ experience coordinating programs or events
- Prior work experience in a museum/gallery environment, or arts organization
- Post-secondary degree, college or university

Working conditions

Must be comfortable working in an open concept office environment.

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.

To apply, candidates should submit a letter of interest and CV in one PDF document by October 10, 2019 at 5 pm to hr@gardinermuseum.com. Please reference “Programs 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.

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

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 applicants’ participation in all aspects of the recruitment and selection process.