



Celebrating the Art of Ceramics

TD Community Arts Space Fellow

Application Deadline: April 30, 2018 at 5 pm

Interviews: May 7 – 11, 2018

Start Date: May 22, 2018

Salary: \$20/hour

Term: Full-time, temporary, until September 10, 2018

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 TD Community Arts Space Fellow reports to and is mentored by the Programs Manager, and is a member of the Education & Programs and Curatorial Department team. The TD Community Arts Space Fellow will also have regular mentoring sessions with the Chief Curator. This position is responsible for supporting the planning, organization, management and delivery of the Community Arts Space 2018 programming. They will work in co-operation with artists, community collaborators and stakeholders in accordance with Community Arts Space programming needs at the Gardiner but also off-site programming sites which include The 519 and Art Starts.

Duties

- Coordinate all public programming events. Responsible for the planning, facilitation and evaluation of Community Arts Space events at the Gardiner Museum. 30%
- Manage and facilitate two Community Arts Space projects, working in co-operation with Community Arts Space artistic partners in accordance with programming and installation needs at the Gardiner but also at our off-sites. 30%
- Facilitate program evaluation process, liaising with partners, stakeholders and participants in support of impact reporting deliverables. 20%
- Facilitate effective outreach and community consultation in support of the program and its projects, liaising with marketing, Community Arts Space partners, community collaborators, supporters and stakeholders. 10%
- Communicate effectively with participants, audience members, and other stakeholders as well as respond to all stakeholders in a timely, effective and respectful manner. 5%

- Monitor and manage program expenditures while adhering to budgets, execute check requests and expense reimbursements 5%

Requirements

Program Delivery

- Experience in program coordination
- Demonstrated project management skills and experience with time-sensitive projects
- Excellent written and verbal communicational skills
- Exceptional organizational skills, problem solving and attention to detail
- Ability to multifunction, work under pressure and meet multiple deadlines
- Familiarity with community-engaged arts sector in Toronto, and understanding of art-making in a community context
- Demonstrated planning and scheduling skills
- Availability evenings and some weekends as required
- Team player, able to work independently

Interpersonal/People Management Skills

- Experience working with other partners and liaising with different stakeholders
- Experience in working with children and youth
- Ability to interact with diverse audiences, including culturally diverse and marginalized groups, and all age ranges.
- Ability to collaborate with internal colleagues and external partners and create ways to meet mutual goals

Technical Skills

- Proficiency in Microsoft Office
- Administrative and reporting experience, and attention-to-detail

Bona fide education licenses or degrees required

High School Diploma

Post-secondary or equivalent experience an asset

Working conditions and special conditions of employment

- Must be comfortable working in an open concept office environment
- Able to undertake flexible working hours when necessary

To apply, candidates should submit a letter of interest and CV in one PDF document by April 30 at 5 pm to hr@gardinermuseum.com. Please reference "TD Community Arts Space Fellow" 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. Should you require accommodation during the interview process, please let us know and we will work you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The Community Arts Space is presented by TD Bank. This position is generously supported by TD Bank.

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