

Education Coordinator

REPORTS TO: Head of Programs and Outreach

POSITION TYPE: Full-time with flexible hours including evenings and weekends. While the Museum is closed, working days would be Monday to Friday. When the Museum re-opens, working days would be Tuesday to Saturday.

PHYSICAL REQUIREMENTS/SKILLS: The duties of this job include sitting, standing, bending over, kneeling, and lifting or moving objects up to 30 lbs, climbing stairs.

SALARY: Annual salary of \$38,000 with benefits.

The Textile Museum of Canada is seeking a highly motivated team player who is passionate about arts education for the position of **Education Coordinator**.

As a key member of the programming team, the **Education Coordinator** will be instrumental in growing the Museum's School Visits program through online and onsite delivery, building on our unique offering and underlining vision of inspiring wonder. Under the direction of the Head of Programs and Outreach, this position will take the lead in the delivery, promotion and delivery of the school program and group tours.

The **Education Coordinator** will support the implementation of both online and in-person public programming, including general coordination, facilitation and delivery, evaluation and video content preparation.

Duties and Responsibilities

Primary responsibilities

School Programs and Group Tours

- Deliver programs designed to enhance the learning experience for students and families whether digitally or within the Museum.

- Establish, maintain and strengthen strategic partnerships with K-12 schools and post-secondary institutions. Liaise with schools, colleges and teachers to promote the use of the collections and the activities of the Museum in line with their curriculum.
- Set targets for the School Visits program and engage in active outreach and marketing efforts to meet those targets in collaboration with the Communications team.
- Enhance learning opportunities for school students through the development of digital resources and programs aligned with the content and principles of Ontario's curriculum.
- Innovate offsite and digital learning programs to provide access to educational tools beyond the Museum for those for whom distance is a barrier.
- Maintain and document the Museum's teaching collection including describing, cataloging, data entry, and editing.
- Deliver information workshops and professional development sessions to educators and other groups.
- With the support of our volunteer educators, develop and deliver onsite and online tours of the exhibitions, Museum collection, or in response to particular programming themes aimed at engaging audiences across a spectrum of ages and abilities.
- Develop and implement strategies for making the resources of the museum, including collections, staff expertise, facilities available to our visitors.
- Create Interactive resources kits and materials.

Public Programs

- Support the Head of Programs and Outreach in delivering both online and onsite public programming. Duties would include, but are not limited to: setting up registrations and meeting/webinars, preparation of presentations, following up with participants and presenters, program evaluation and editing of online recordings.

- Develop and facilitate workshops and programs.

Other Responsibilities

- Works to further the goals and objectives of the Museum and actively participates in the institution's life. Acts in a respectful, accountable, and generous manner towards other staff, volunteers, and the general public.
- Demonstrate a positive professional presence, inspiring and building confidence both within the Museum and outside the institution among a broad range of constituencies.
- Demonstrates a commitment to the Museum's Equity, Diversity, and Inclusion priorities ensuring that diverse audiences are represented, promoted, and engaged.

Supervisory Responsibilities

Direct oversight and supervision of the following positions:

- Interns/volunteers
- Gallery guides/educators

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify this position's duties and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time.

Work environment

Most of the work is performed remotely or in a museum environment with attendant noise level. The applicant must be a team player and able to work in an open-concept office environment.

Education, Training and Traits

A related post-secondary degree and/or experience in museum education and/or the teaching field.

- Candidate to have at least 2 years' experience with delivering and developing both in-person and online education programs. The candidate must be comfortable working with the public in an educational capacity both in person and online, dealing effectively with a variety of groups, diverse audiences, and museumgoers of all ages and abilities. Working knowledge of museum education, informal learning theory and practice and other important areas related to engagement with arts and culture. Knowledge and understanding of textile art and techniques is preferred.

Skills and Abilities

- Well-developed interpersonal skills and demonstrated experience working with a diverse range of people.
- Strong written and verbal skills
- Must have excellent attendance and punctuality
- Strong organizational and communication skills, and the ability to work flexibly in a challenging, stimulating professional environment
- Ability to work in a fast-paced environment with strong attention to accuracy and detail
- Ability to multi-task and think critically
- Ability to work independently and with initiative
- An interest in developing and implementing sector best-practice standards and procedures
- Good judgment and problem-solving skills

- A confident manner with the ability to deal tactfully with internal and external contacts at all levels.
- Must have demonstrated experience in video editing, proficiency with graphic design software.

Additional Info

Full-time with flexible hours including evenings and weekends. While the Museum is closed, working days would be Monday to Friday. When the Museum re-opens, working days would be Tuesday to Saturday.

Candidate must be a Canadian citizen or a permanent resident, or have refugee status in Canada and be legally entitled to work in Canada.

How to Apply

Qualified candidates should email their cover letter and resume as a single document attachment to hrsearch@textilemuseum.ca by **March 31, 2021**. The email subject line should read <title of position applied for> <followed by applicant's last name>.

Kindly note that we will accept no phone calls. We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.

The Textile Museum of Canada maintains a Board of Trustees approved Anti-Racism, Access, and Equity Policy. Respect, accountability, and a generous manner towards other staff, volunteers, and the general public are requirements for all staff. We encourage all candidates who meet the eligibility criteria to apply, however in keeping with the Museum's equity goals, we will prioritize those candidates who are BIPOC and/or 2SLGBTQIAP+. Candidates are encouraged to self-identify in their cover letters.

About the Textile Museum of Canada

Established in 1975, the Textile Museum of Canada has established itself as a vibrant cultural place that promotes community engagement through our programs and services.

As the only national museum in Canada exclusively dedicated to the study and presentation of textiles from cultures around the world, we occupy a unique position among other leading cultural institutions in the country. The universality of textiles is at the heart of our work, and provides the stimulus and opportunity to engage communities around us as well as thousands of national and international visitors. The Textile Museum's main activities focus on the exhibition, collection, conservation and research of art, craft and design from around the world. Through our artistic and educational programs, delivered in both physical and virtual forms, we build on a long history of connecting creativity, cultures and human histories through the materials of everyday lives.