

textile museum

OF CANADA

COMMUNITY MAKERS PROGRAM COORDINATOR

REPORTS TO: Head of Programs and Outreach

POSITION TYPE: Part time contract position with flexible hours - 500 hours total over a period of 6 months.

SALARY: \$20/hour

The Textile Museum of Canada is seeking a highly motivated team player who is passionate about community arts education for the position of *Community Makers Program Coordinator*. *Community Makers* is a creative partnership program administered by the Museum and delivered in collaboration with Toronto-based social agencies that serve marginalized communities. It highlights the longstanding connections between craft, social enterprise, and community development. Encouraging creative expression and skill-building for individuals from at-risk and underserved communities, this program engages participants in immersive four-week workshops led by professional textile artists and culminates with an exhibition of the participants' artworks at the Museum.

Community Makers is envisioned to be a disability-led program and applicants with lived experience of disability are encouraged to apply for this position.

RESPONSIBILITIES:

- Research Toronto-based textile artists and Toronto social agencies and identify priority partners for the successful delivery of *Community Makers*.
- Invite identified partners, via in-person, telephone and/or video meetings, to collaborate on the delivery of *Community Makers* and build sustained relationships with partners.
- Purchase workshop materials as needed or assemble materials from the Museum's existing inventory
- Coordinate honorarium fee payment to Artist Facilitators
- Design *Community Makers* Partnership package
- Create, distribute, and analyze all stakeholder evaluations and testimonials
- Create monthly summaries of *Community Makers* to be highlighted in Textile Museum of Canada's monthly newsletters, website and social media
- Regularly update materials and honorarium budget

- Attend *Community Makers* workshops to support Artist Facilitator and participants as needed, and to document via photographs or video recording
- Coordinate *Community Makers* Exhibition by collecting participants' art with appropriate cataloguing and ensuring that all Loan Agreements are signed and match the art collection
- Collaborate with the Museum conservator, head installer to coordinate the installation of exhibition

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
- Demonstrates 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

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.

TRAINING AND TRAITS

Candidate should have at least one (1) year experience with delivering and developing both in-person and online workshops. 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. Knowledge and understanding of textile art and techniques is preferred.

SKILLS AND ABILITIES:

- Familiar with Microsoft Office Suite, including Excel and Word
- Well-developed interpersonal skills and demonstrated experience working with a diverse range of people
- Strong organizational and communication skills, and the ability to work flexibly in a challenging, stimulating professional environment
- Ability to 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

HOW TO APPLY

Qualified candidates should email their cover letter and resume as a single document attachment to hrsearch@textilemuseum.ca by August 27, 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 have lived experience of disability, BIPOC candidates, and/or 2SLGBTQIAP+ candidates. 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