textile museum
OF CANADA

Public Programming Assistant

The Textile Museum of Canada is seeking a highly motivated team player for the position of Public Programming Assistant. This position offers active involvement and training in principles of arts administration and management of a midsize cultural organization.

Duties and Responsibilities

- Works with the Head of Operations and Public Engagement to develop systems for the Reuse Program – sales, inventory, fabric sorting and pricing
- Collaborating with the Public Engagement Department to develop volunteer policies and procedures for the Reuse Program Team
- Engages with community groups and volunteer groups
- Develop engaging audio and video content for the Museum's digital channels –website, Instagram, YouTube, Facebook that are authentic, compelling and on-brand
- Creates digital content animating the Reuse Program
- Provide ongoing support for digital programs – Pre-program: setting up registration, Zoom meetings and webinars, updating website, sending reminder emails. During programs: monitor chats, tech support as needed. Post programs: sending out follow up emails, surveys, consolidating survey results, editing recordings to share with participants.
- Work to further the goals and objectives of the Museum and participate actively in the life of the institution
- Act in a respectful, accountable, and generous manner towards other staff, volunteers, and the general public.
- Other duties as assigned

Requirements

- Knowledge and experience for best practices, tools and processes for publishing original online video
- Demonstrated competency in areas such as: Graphic Design, Digital Design, Multimedia, Communications, Digital Marketing or related field
- Must have: a portfolio demonstrating relevant experience
- Experience or interest in working in education settings or delivering public programs
- Knowledge and understanding of textile art and techniques is preferred
- Strong attention to detail, high level of accuracy, and strategic problem solving.
- Ability to work effectively and confidently with staff, trustees, artists, arts professionals, and the public.
- Computer skills including proficiency in Microsoft Office and Adobe Creative Suite.
- Ability to work independently as well as closely with a small team.
- Experience working with volunteers is an asset

Additional Info:

This is a full-time Tuesday to Saturday contract position for 25 weeks. The position will be a hybrid of remote and onsite work. Hourly rate: $16.50. This position is hired through Young Canada Works.

How to Apply:

Qualified candidates should apply through the Young Canada Works portal by April 18th. 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. This application is open to all candidates who meet the eligibility criteria, 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 promoting 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. It provides the stimulus and opportunity to engage communities around us and thousands of national and international visitors. 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.