



## **Venue & Event Manager Textile Museum of Canada**

REPORTS TO: Senior Manager, Visitor Engagement and Operations

POSITION TYPE: Permanent Full Time

START DATE: October 2022

Established in 1975, the Textile Museum of Canada has established itself as a vibrant cultural space promoting community engagement through our programs and exhibitions. The Textile Museum is the only national museum in Canada exclusively dedicated to the study and presentation of textiles from cultures around the world. This universality of textiles is at the heart of our work; it provides the opportunity to engage communities around us, and national and international visitors. Through our public programs, delivered in person and online, we build on a long history of connecting creativity, cultures, and human histories through everyday materials.

The Venue and Event Manager is responsible for activating the rental spaces within the Museum's 25,000 square feet, ensuring that the space is safe, clean and accessible for staff, visitors and volunteers, and generating income for the Museum through our rental program. This is a role that requires commitment, interest and drive. The Museum operates in a condominium with a connected hotel as well. We have an incredible theatre/auditorium for 75 people and a Learning Hub adjacent to our galleries on the 2<sup>nd</sup> floor that can be activated for rentals. We have a historic and delicate collection of 15,000 textile objects on site, in addition to the Shop, galleries, Learning Hub and a reference library.

**PHYSICAL REQUIREMENTS/SKILLS:** The duties of this job include sitting, standing, bending over, kneeling, and lifting or moving objects up to 35 lbs, climbing stairs, being mobile throughout a 7-hour workday.

### **VENUE RENTAL & EVENT RESPONSIBILITIES:**

- Oversee and achieve an ambitious annual revenue target set each fiscal with support from your supervisor
- Coordinate Museum donor and public events, such as exhibition openings and previews
- Collaborate on marketing initiatives to promote the rental spaces
- Make cold calls and develop relationships with corporate clients, as well as support outreach efforts for programming staff with discounted or cost-effective rentals

- Maintain excellent relationships with caterers and other suppliers for rentals and internal fundraising and programming events
- Ensure the efficient use and scheduling of all Museum facilities by serving as the single point of contact for scheduling all events
- Support rentals with A/V equipment, ensuring smooth delivery of programs and events
- Ensure cleaning and suppliers are scheduled appropriately

#### **VENUE MAINTENANCE RESPONSIBILITIES:**

- Establish high standards of building maintenance and operations and safety are adhered to, with support from your supervisor
- Participate in all activities associated with planning and decision-making required to maintain the safety, appearance, and effective/efficient use of the facility and conduct of daily activities
- Coordinate daily inspections of facility spaces to ensure high standards of appearance and readiness are maintained.
- Respond to building system failures. Diagnose their cause and supervise all activities required to restore proper operation.
- Plan for and supervise building structure and service systems repair, alteration, and upgrade projects.
- Respond to building security alerts, ensuring proper response is undertaken as well as proper security system operation is maintained.
- Maintain the library of building maintenance and operations manuals, reference documents, and spare parts.
- Manage the building key system for access control.
- Coordinate with other Museum staff to minimize the impact of building maintenance and operations activities upon Museum functions.
- Manage the development and maintenance of IT infrastructure and technology resources.
- Maintain relationship with Hotel and Condominium Corporation including repairs access.

#### **CONTRACTS AND POLICIES:**

- Supervise all vendor contracts associated with structure maintenance and operations including janitorial, fire detection, fire protection, elevators, HVAC, security, audio/visual, electrical and mechanical
- Ensure Museum remains compliant with AODA regulation
- Ensure Museum remains compliant with Health & Safety regulations, maintaining certificate, policies and training logs
- Work with Supervisor to create budgets and document expenses incurred for activities associated with building operation and maintenance
- Ensure efficient daily operation of the Museum by ordering/purchasing all office supplies and equipment; by coordinating telephone, copier, and computer support

- Ensure training of all staff on facilities procedures and venue rental safety and security.
- Ensure training of all staff on Museum security and emergency preparedness.

**Supervisory Responsibilities:**

-Housekeeper/Hospitality staff person (part-time)

**POSITION REQUIREMENTS:**

- Event venue management experience required including respectful, compassionate and empathetic leadership and management skills
- Facilities management experience with emergency and security procedures training and oversight
- Event sales and event planning experience highly desirable
- Discretion and poise are required
- High attention to detail and self-sufficient while working comfortably in a collaborative work environment with both staff and volunteers, members, donors and sponsors
- Flexibility to work Tuesday through Saturday between 9:30 am to 5:30 pm, with evenings and weekends as required (lieu time is possible)
- Demonstrated advanced written and oral communications skills
- Proven experience seamlessly managing multiple projects and priorities simultaneously
- Creative and future thinking to mitigate potential issues, and to monitor best practices for early adoption and integration into Museum systems, consulting with Supervisor and Director
- Certified CPR training required
- A love of textiles and/or museums is an asset
- Smart serve certification is an asset

**COMPENSATION**

- Starting Salary: \$50,000 per annum, paid biweekly
- A comprehensive health and dental benefits package that begins on your first day
- Two weeks of paid vacation to start
- 10 paid sick days
- 5 paid personal days
- Potential for lieu days after busy rental periods
- Cell phone data allowance of \$55/month

**TO APPLY:**

Qualified candidates should email their cover letter and resume as a single document attachment to [hrsearch@textilemuseum.ca](mailto:hrsearch@textilemuseum.ca) by 5 pm on October 3, 2022.

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.

Interviews will be scheduled with selected applicants at mutually agreed times to ensure candidates do not experience undue hardship.

The Textile Museum of Canada maintains a Board of Trustees approved Anti-Racism, Access, and Equity Policy. Respect, accountability, and a courteous manner towards other staff, volunteers, and the public are requirements for all staff.

We invite all candidates who meet the eligibility criteria to apply, however in keeping with the Museum's equity goals; we encourage applications from candidates who have lived experience of disability, BIPOC candidates, and/or 2SLGBTQIAP+ candidates. Candidates are encouraged to self-identify in their cover letters.

In accordance with the Ontario Human Rights, Accessibility for Ontarians with Disabilities Act & the TMC's Recruitment & Selection Policy for Staff, a request for accommodation will be considered throughout the hiring process. The Textile Museum of Canada is an Equal Opportunity Employer.

Due to the small size of our organization and some programming with children and vulnerable adults, a criminal reference check will be required of the final candidate.