

The Textile Museum of Canada is seeking a highly motivated team player for the position of Public Engagement Assistant. The ideal candidate has a degree in cultural administration, non-profit administration, museum studies or a related field. The intern will work directly with staff to enhance the Museum experience for our audience, supporting all public facing areas in the Museum, gaining experience in volunteer management and retail environments. This position offers active involvement and training in principles of arts administration and management of a midsize cultural organization.

Principal duties and responsibilities include the following:

- Support daily Museum operations and assist volunteers in all aspects of their engagement, including recruitment, onboarding, training, retention and assisting with recognition initiatives
- Maintain a well-informed, working knowledge of the Museum's programming schedule
- Assist with general Museum Shop operations
- Manage the day-to-day operations of the fabric Reuse Program, located onsite at the Museum
- Copywrite for Reuse Program promotion, creating social media, newsletter and website content
- Participate in staff meetings, operational planning sessions, health & safety committee meetings, and support overall office management
- Support events such as public programs and or education workshops, where needed

Other:

- Works to further the goals and objectives of the Museum and participate actively in the life of the institution
- Acts in a respectful, accountable, and generous manner towards 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

-Other duties as assigned

Requirements:

-Excellent communications, interpersonal, and analytical skills, including conflict resolution skills.

-Superior verbal and written skills are mandatory, as well as organizational and copy-editing skills, attention to detail, and ability to be self-motivated and disciplined

-Highly proficient with MS Office Suite, and experience with Salesforce and Shopify preferred

-Self-motivated, with the ability to problem solve independently and manage workflows and deadlines without direct supervision

-Attention to detail, adaptability, multi-tasking, and time-management

-Experience with copywriting for social media, newsletters and blog posts

-Knowledge of textiles

Skilled in establishing priorities, coordinating multiple complex projects simultaneously, and meeting deadlines

-Ability to work independently as well as closely with a small team

-Preferred: prior art museum experience and knowledge of museum operations, standards, practices and procedures

-First Aid and CPR certificates are assets

Additional Info:

This is a full-time Wednesday to Sunday contract position running until March 31, 2023. The position will be onsite at the Museum. Hourly rate: \$17.50. This position is hired through Young Canada Works at Building Careers in Heritage.

How to Apply:

Qualified candidates should apply through the Young Canada Works online portal. 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 and originally incorporated as the Canadian Museum of Carpets and Textiles, the Textile Museum of Canada has established itself as a vibrant cultural place that promotes community engagement through our programs and services. Operations are driven by a dedicated Board of Trustees, committee members, and staff of 15 employees, as well as a vital and engaged community of more than 150 volunteers.

As the only national museum in Canada exclusively focused on the study and presentation of textiles from cultures around the world, the Textile Museum of Canada occupies 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 the surrounding communities as well as thousands of national and international visitors.