

## Community Engagement Assistant

Working with the Education Team, the Community Engagement Assistant will support the growth of the Museum's interactive educational space, the Learning Hub, and Textile Reuse Program, an onsite initiative that redirects textile waste from landfill and offers affordable materials to makers and artists.

Principal responsibilities include, but are not limited to:

- Manage day-to-day operations of the Learning Hub and Reuse Program, including processing payments using the Museum's POS system
- Support public facing volunteers at reception and in the Shop, filling in as needed to promote the Museum's programs and membership program in public facing areas
- Coordinate textile donation inquiries and receiving of donations,
- Working with the Education Coordinator, develop and implement drop-in activities and self-guided educational opportunities in the Learning Hub,
- Ensure that the Learning Hub activities are set up, stocked with materials and ready for use on a daily basis. Assist in setting up workshops and preparing materials for school tours as needed by the Education Coordinator.
- Assisting Museum Visitors with drop-in activities.

Other responsibilities:

- Working to further the goals and objectives of the Museum and participate actively in the life of the institution
- Acting in a respectful, accountable, and generous manner towards staff, volunteers, and the general public
- Demonstrating 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

- Experience working in arts education or retail environment is preferred.
- Experience and interest in sustainability, reuse, upcycling is an asset.
- Knowledge and understanding of textile art and techniques is preferred.
- Experience working with volunteers preferred
- Computer skills including proficiency in Microsoft Office
- Some knowledge of Adobe Creative Suite, particularly InDesign and Illustrator.
- Ability to work independently as well as closely with a small team.
- Attention to detail, adaptability, establishing priorities, and time-management
- Strong attention to detail, high level of accuracy, and strategic problem solving.
- Ability to work effectively and confidently with staff, volunteers, and the public.

### Disclaimer

This role is one that evolves as the Museum does and candidates should be comfortable with responsibilities changing in line with strategic objectives, curatorial vision, and changes to schedules.

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.

#### Additional Info:

This is a full-time (35 hours per week) Wednesday to Sunday contract position for 30 weeks. The position will be onsite at the Textile Museum. Hourly rate: \$17.50.

#### How to Apply:

Qualified candidates should apply through the Young Canada Works 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.

This position is funded in part through the Young Canada Works at Building Careers in Heritage program, and all applicants must be registered in the YCW candidate pool and meet the current YCW-BCH eligibility criteria. Details: <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html>

#### 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 Directors, committee members, and a permanent staff of 12 employees, as well as a vital and engaged community of more than 150 volunteers. The Museum is dedicated to mentorship for emerging museum professionals and artists through a variety of project-funded internships and residencies.

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 each year.

The Textile Museum of Canada is seeking a highly motivated team player passionate about sustainability and textiles for the position of Learning Hub Assistant. This position offers active involvement and training in principles of arts administration and education in a midsize cultural institution.

