

EXHIBITION PROJECT COORDINATOR

REPORTS TO: Curatorial Director, and supports the Senior Curator & Manager of Collection.

POSITION TYPE: Part-time, permanent position – 3 days a week (24 hours per week); work days are to be from Wednesday to Friday. Some evenings and weekends may be required.

PHYSICAL REQUIREMENTS/SKILLS: Must be physically capable of lifting up to 35 lbs.; have experience and the ability to lift and handle art objects.

The Exhibition Project Coordinator is responsible for the coordination of the programming team to produce high quality projects, exhibitions and educational activities within given parameters, schedules and budgets. The position is central to communication and problem solving as well as developing procedures, policies and processes.

Exhibition Planning: The Exhibition Project Coordinator will support the overall planning schedule of the Museum by maintaining exhibition and programming calendars, planning regular meetings for various teams and managing the schedule of the Curatorial Director. (30%)

Budget and Operations Support: The Exhibition Project Coordinator will support the programming team with the preparing of invoices, issuing contracts and payment authorizations. This position will support the programming team by assisting with the tracking of exhibition budgets, procuring exhibition materials and equipment, maintaining the inventory of display cases and AV equipment, as well as make travel arrangements for special visitors, and prepare expense reports as needed. (40%)

Administrative Support: The Exhibition Project Coordinator will assist the programming team in the day to day administrative operations of in-house and traveling exhibitions, as well as education and public programs. This includes maintaining exhibition files, coordinating required office supplies, creating presentation materials, producing and distributing reports and facilitating communication for this busy creative team. (20%)

Research: The Exhibition Project Coordinator will support exhibition research and secure images as needed. (10%)

Principle Duties and Responsibilities:

- Coordinates the production of the Museum's exhibitions, interfacing with artist(s), guest curators and partners, supporting the programming team in conceptualization and curation, exhibition design, logistical planning, and installation.

- Works with the Communications Coordinator to assist in the crafting of a promotional strategy for all programming.
- Maintains logistical and administrative tasks of the programming team, developing procedures and systems to ensure efficiencies.
- Oversees preparation of Programming Committee agendas and minutes; acts as Programming Committee Secretary and supports the implementation of committee decisions.
- Research to support the development of content for upcoming exhibitions to inform: the development of themes/directions; curatorial writing; interpretive planning.
- Review, sort and catalogue information from a variety of sources related to future exhibition planning.
- In a limited capacity, help secure funding through research, grant applications and sponsorship packages.

Other:

- 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.
- Demonstrate a positive professional presence, inspiring and building confidence both within the Museum and outside the institution among a broad range of constituencies.
- Foster an understanding of philanthropy within the organization.
- Serve as representative of Museum responding to and orienting visitors and volunteers.

Supervisory Responsibilities:

Direct oversight and supervision of the following positions:

- Interns/Volunteers/Students

Disclaimer:

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 the duties of this position 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. This job description is not an employment agreement or contract.

Education, Training, and Traits:

Bachelor's degree from accredited college or university required, with coursework in art, art history, museum or curatorial studies or related field preferred.

Work Experience:

Minimum two years of museum experience with a focus on exhibition management.

Qualifications:

- Demonstrated project management experience.
- High level oral and interpersonal communication skills.
- Excellent writing and editing skills.
- Highly developed organisational and problem-solving skills.
- Ability to work independently and collaboratively.
- Demonstrated track record of delivering results.
- Highly organized, multi-tasker who is interested in museum work and likes a fast paced and creative environment.
- Ability to plan, prioritize and meet deadlines.
- Proficient with Microsoft Office.

Additional Info:

This is a part-time, 3 days a week permanent position. The position requires availability for occasional evenings and weekends. Hourly rate: \$18

HOW TO APPLY:

Qualified candidates should email their cover letter, resume and three references (including email and phone #'s) as a single document attachment to hrsearch@textilemuseum.ca. 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. The TMC is committed to achieving representation of equity-seeking groups on its staff by ensuring that members of said communities have unbiased access to employment. The Textile Museum of Canada is an equal opportunity employer.

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 (TMC) has established itself as a vibrant cultural place that promotes community engagement through our programs and services. Our operations are driven by a committed Board of Directors, Committee Members and staff of 13 employees, as well as a vital and engaged community of more than 150 volunteers.

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 TMC'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. A repository of more than 14,000 rare textile artifacts spanning 2,000 years of human history, the TMC explores the diverse cultural expressions of human experiences through all our programs.