

Job posting: Public Programs Manager

Part-time, 3 days a week

The Canadian Clay and Glass Gallery, Waterloo, Ontario, is searching for an ambitious Public Programs Manager. The ideal candidate will take the public programs of the Gallery in new directions.

Key accountabilities:

- Demonstrate a high level of organizational and planning skills
- Be an ambassador of the Gallery
- Be a clear communicator & relationship builder with students, parents, clients, instructors, and other partners
- Ability to develop meaningful relationship with community partners
- Knowledge of Ontario curriculum requirements and ability to develop and market school programs
- Manage pricing and invoices for classroom programs
- Manage department budget and adjusting as necessary to meet the institution's budget needs
- Able to maintain a high level of professionalism, discretion and confidentiality on all matters relating to the Gallery
- Able to hire and supervise instructors for workshop and classes
- Maintain a clean studio, classroom and workplace

General duties:

- Plan and implement all classes, artists talks, community events and school visits (in Gallery and outreach)
- Reach out to schools, community organizations, seniors residences, etc. to present our programming and offer our services
- Communicate with instructors for supplies and project plans
- Communicate with customers, parents, community partners, schools, businesses, and artists to ensure successful programming
- Continue development of Public Programs and expansions of studios
- Manage budget and pricing for the department
- Assist on curatorial projects as necessary including development of gallery tours and related programs
- Assist with marketing on educational programs on Facebook, Instagram, Twitter and You Tube, and create copy for website program listings.

Requirements:

- A University degree in Art Education, Art Therapy, Visual Arts or Art History, or equivalent experience and education
- Teaching experience in the arts and cultural heritage sectors an asset
- Knowledge of ceramic, stained and fused glass, and/or copper enameling an asset
- First Aid certification

To apply, send in one PDF document before January 25, 2021 the following:

- Cover letter
- Curriculum vitae or resume

To Denis Longchamps, Executive Director, at director@theclayandglass.ca

- Please note that only the candidates selected for an interview will be contacted.
- The successful candidate will be required to provide a recent and valid police background check.

The Canadian Clay and Glass invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment.