

**Job posting: Public Programs Manager**  
**Full time, 4-day week (32 to 35 hours)**  
**\$40,000 to 47,500 per year depending on experience**

The Canadian Clay & 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 (Master preferred)
- 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 **December 5, 2023** the following:

- Cover letter
- Curriculum vitae or resume

To Denis Longchamps, Executive Director, at [director@theclayandglass.ca](mailto: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 & Glass Gallery invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment.