

## Bata Shoe Museum

### Deputy Director, Administration

Located in Toronto, the Bata Shoe Museum is a vibrant internationally recognized non-profit museum renowned for its collection and groundbreaking research with the mission to illuminate human history and culture through footwear. Founded by Sonja Bata in 1995, the Museum is home to the world's largest, most comprehensive collection of footwear and footwear-related objects, which includes over 14,000 shoes and related artifacts spanning 4,500 years of footwear.

The Museum's mandate is to operate an internationally recognized center for footwear scholarship that promotes research, and the dissemination of this research, through exhibitions, publications and programming. Over the years the Museum has done ground-breaking field research including work across the Arctic resulting in the largest collection of circumpolar footwear in the world and has mounted numerous successful exhibitions such as "Out of the Box: The Rise of Sneaker Culture" (2013-2017) travelled under the auspices of the American Federation of Arts across the United States and to Australia and was seen by over 550,000 visitors.

In this newly created role, the Deputy Director of Administration will understand the value of cultural institutions and will want to contribute to one of Canada's internationally acclaimed educational and specialized museums as a team member responsible for overseeing and managing the day-to-day finances and operations of the museum. The principal responsibilities of the Deputy Director will be to thoughtfully manage all aspects of the museum's approved annual budgets and operational plans as well as the overall operation and maintenance of the museum. Reporting to and working closely with the Creative Director, the ideal candidate will understand that as a non-profit, the goal of sound financial management, revenue generation, efficient operations and stakeholder engagement is essential to ensuring the success of the museum.

The successful candidate must have proven leadership experience, ideally with demonstrated skills in Finance, Facilities Management, and Administrative Support. Professional knowledge of human resource management would be helpful. The ideal candidate must possess a high degree of financial literacy and aptitude with proven experience creating and managing budgets. They will have strong communication and interpersonal skills and must be comfortable liaising with key stakeholders, Board of Directors and working with employees at all levels of the organization. The successful candidate will have a passion for the arts, cultural or non-profit sectors, and will be comfortable cultivating strong relationships with diverse constituencies.

Compensation: In the lower \$100,000 base range.

Applications are encouraged immediately and should be submitted online below.

To explore this opportunity further, please contact [Kristen.Manning@odgersberndtson.com](mailto:Kristen.Manning@odgersberndtson.com) or submit your resume and related information in confidence online at <http://www.odgersberndtson.com/en/careers/15769>

*The Bata Shoe Museum is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by both Odgers Berndtson and the Bata Shoe Museum throughout the recruitment, selection and/or assessment process to applicants with differing abilities.*

