



Education and Outreach Assistant Job Posting

Summary

Exciting things are happening at the Bata Shoe Museum! Are you searching for a workplace that offers you the opportunity to make a positive difference? A workplace that embraces and celebrates individuality and where you feel that you belong? If so, the Bata Shoe Museum is the place for you!

Employment Type: Contract August 2024 – September 2025

THE BATA SHOE MUSEUM TORONTO

With an international collection of close to 15,000 shoes and related artefacts, the Bata Shoe Museum (BSM) celebrates 4,500 years of footwear history in four distinctive galleries. In addition to our popular permanent exhibition, *All About Shoes*, the museum has three galleries for changing exhibitions, ensuring that each visit to the museum offers a new experience. Currently, on view are *In Bloom: Flowers and Footwear*, *Dressed to Impress: Footwear and Consumerism in the 1980s* and *Exhibit A: Investigating Crime and Footwear*. Through the creation of its innovative exhibitions, the BSM strives to enlighten and entertain visitors of all ages. For every shoe, there's a story. Discover thousands at the Bata Shoe Museum. Further information on the museum is available at www.batashoemuseum.ca or [@batashoemuseum](https://www.instagram.com/batashoemuseum).

1) THE ROLE

The Education and Outreach Assistant works in the Education department assisting in developing and designing educational and community programming and overseeing placement student volunteers and tour schedules. Along with the Interim Head of Education, the Education and Outreach Assistant works with other departments at the museum to ensure that the educational offerings engage a wide range of audiences, including communities and individuals who may feel unwelcome or underrepresented in a museum setting.

Duties of the Education and Outreach Assistant:

- Works as part of a team to develop, implement and facilitate school and community programming for all ages and audiences, on site, digitally, and offsite when applicable.
- Assists with developing stimulating educational programs that complement the Ontario Curriculum.
- Arranges offsite promotion in the form of educational presentations, and visits to potential groups such as schools, seniors groups, and other potential visitor groups.
- Supervises select placement students in the B1 education area when on site.

- Provides group and individual tours both in-person and virtual as needed.
- Assists with seasonal workshops for children and adults.
- Books and manages tours and group visits.
- Assists in creating a warm and welcoming environment.
- Commits to working in a socially inclusive environment and responds with sensitivity and personal awareness to the diverse needs of the community and staff.
- Assists in preparing training materials for education guides
- Participates in event and program set up and tear down when needed.
- Performs cross-functional and other duties, as assigned and/or required.

2) REPORTING

The Education and Outreach Assistant will report to the Interim Head of Education.

3) HOURS

Hours are 9:00 am - 5:00 pm, Monday to Friday, with evening work when needed.

4) COMPENSATION

Salary from \$40,000 to \$45,000

5) CANDIDATE SPECIFICATION

- The ideal candidate will have a post-secondary degree or diploma in the field of education, art history, cultural studies, museum studies, social services/ child and youth programming, or any other relevant field
- Experience within education or public programs working with youth/children and curriculum design
- Experience working within a museum education setting is considered an asset
- The capacity to be creative and curious, to think quickly, and be flexible
- Interest in learning and a desire to share knowledge in accessible ways to a range of audiences
- Collaborative with the ability to work within a team setting with individuals who come from a variety of backgrounds and experiences
- A desire to become knowledgeable about the social and cultural history of footwear and to use that knowledge to teach others through innovative programming and tours
- Working knowledge of AODA standards
- Understanding and awareness of Diversity, Equity, and Inclusion principles
- A cleared criminal background check, including a vulnerable sector screening

Desirable attributes include:

- Experience working in a small organization
- Experience working on Zoom, WebEx, Google Classroom, or a similar video conferencing software
- Motivated, enthusiastic and willing to learn and grow

- Committed to working in a socially inclusive environment responding with sensitivity and personal awareness to diverse needs of the community, including visible and non-visible dimensions of diversity

6) TO APPLY

Candidates should email their cover letter and resume to Qwyn Charter MacLachlan, Head of Education & Programming at qwyn@batashoemuseum.ca. The email subject line should read “Education Assistant”. Deadline to apply is Friday August 16 2024. We thank all applicants for their interest but advise that only those selected for an interview will be contacted.

The Bata Shoe Museum is proud to be an equal opportunity employer. We celebrate diversity and we remain committed to creating an inclusive environment for all employees. We select applicants based on their skills, knowledge, and commitment. We also recognize that candidates may request accommodations in order to participate to the best of their abilities. As per provincial and national human rights guidelines, reasonable workplace accommodations and adjustments will be granted.

