



## Friends Program Coordinator Job Posting

**Employment Type:** Full-time

THE BATA SHOE MUSEUM TORONTO

With an international collection of close to 15,000 shoes and related artifacts, the Bata Shoe Museum (BSM) celebrates 4,500 years of footwear history in four distinctive galleries. In addition to our popular semi-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 *The Gold Standard: Glittering Footwear from Around the Globe*; *The Great Divide: Footwear in the Age of Enlightenment* and *Art & Innovation: Traditional Arctic Footwear from the Bata Shoe Museum Collection*. 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](http://www.batashoemuseum.ca) or @batashoemuseum.

### 1) THE ROLE

Joining the Friends Program provides guests with unlimited visits to the museum as well as special access to programs, lectures, family activities, hands-on workshops, tours, exhibition openings and special events, as well as discounts on purchases at the Museum Shop. As the Friends Program Coordinator you will be responsible for building the Friends Program across all levels. In addition, you will provide support for corporate and private donors, assist in grant writing and engage in other development responsibilities as they arise. You will also be responsible for developing the Friends Program into a more inclusive and accessible initiative which will attract and retain individuals from a variety of backgrounds and communities.

As the Friends Coordinator you will:

- Work with the Deputy Director of Administration to set the annual goals for the budget and for the Friends Program strategy.
- Manage the annual Friends Program budget, including quarterly reviews of both income and expenses.
- Be responsible for up-to-date maintenance of the Museum's database (Sumac) including input of records, processing gifts, list pulls and creating reports, and staff training (working closely with Visitors Services).
- Coordinate Friends Program initiatives with all departments.
- Research trends in Friends Program categories, benefits, premiums, programs, promotions and collateral. Develop recommendations for revising and refreshing each program level.
- Establish the overall strategy and the annual calendar of Friends Program events and programs.

- Work with the Development department to establish the strategy and timelines for all Friends Program mailings and email communication renewals, upgrades, invitations, general communications and annual fund appeals.
- Work with the Development department to track grants and ensure all reporting deadlines and grant requirements are met on a timely basis.
- May include grant research, coordination and applications as requested.
- Maintain records pertaining to donor relations and activities.
- Draft all Friends Program materials, including thank you letters, renewals, emails and appeals.
- Work with the Marketing department to develop social media posts, web content and special marketing materials for the Friends Program.
- Other duties as assigned

## 2) REPORTING

The Friends Coordinator will report to the Deputy Director of Administration.

## 3) HOURS

Hours are 9am-5pm, Monday to Friday, with the possibility of evening and weekend work when needed.

## 4) COMPENSATION

Salary from \$40,000 to \$50,000 plus benefits.

## 5) CANDIDATE SPECIFICATION

The desirable candidate will have:

- A bachelor's degree or equivalent
- Familiarity with the non-for-profit, arts and culture sectors.
- Three years of direct experience in building or maintaining a membership program.
- Proven ability to work on a variety of projects simultaneously, strong project management skills, and attention to detail.
- Demonstrated literacy in MS Word, Excel & Outlook.
- Strong writing, editing and communications skills.
- Vision, creativity and an entrepreneurial spirit.
- Working knowledge of Diversity, Equity and Inclusion principles and how they relate to museums.

Desirable but not essential attributes include:

- Experience working in a small organization.
- Familiarity with the BSM's collections.

- Knowledge of fashion history.

Interested candidates should send a cover letter and resume to the BSM's Deputy Director of Administration at [amy.prilika@batashoemuseum.ca](mailto:amy.prilika@batashoemuseum.ca). The email subject line should read "Friends Program Coordinator <followed by applicant's last name>".

Deadline for applications is 5 pm on Friday August 6<sup>th</sup>, 2021. We would like to thank all applicants, however, please note that only those selected to attend 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.

