



## Head of Education 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](https://www.instagram.com/batashoemuseum).

### 1) THE ROLE

As the Head of Education you will be responsible for designing, developing and evaluating all educational and community programming at the BSM. You will ensure that the museum's collection and exhibitions inspire learning for people of all ages and that the museum's educational offerings engage a wide-range of audiences with a special focus on attracting and welcoming communities and individuals who may feel unwelcome or underrepresented in a museum setting. You'll achieve this by developing and delivering high-quality and dynamic programs for classes, groups and individuals of all ages. As the Head of Education you will have the opportunity to build your department from the ground up. You will also be responsible for the recruitment, training, selection, management and evaluation of volunteers.

As the Head of Education you will:

- Set the Education department's overall strategic and operational objectives in line with the BSM's mandate.
- Actively participate in institutional strategic planning and work collaboratively with the museum's leadership in the pursuit of long-term initiatives and establish and lead projects to advance those goals.
- Ensure delivery of relevant, engaging, accessible and educational programs and activities for all ages that broaden the understanding of the history and cultural significance of footwear.
- Coordinate the logistics and production of school and community programs for all ages and audiences, digitally and onsite. Work in collaboration with multiple departments to plan and implement these events.
- Book and manage key speakers and/or artists for the BSM's speaker series; manage and track local engagement during community run events (e.g. Nuit Blanche, Doors Open Toronto etc.).

- Coordinate tours, workshops and educational outreach programs until the Education Assistant is hired.
- Develop educational programs in compliance with the Ontario Curriculum.
- Liaise with various client groups and stakeholders including; teachers, school boards, museum and heritage advocates and organizations, community groups and other aligned agencies and individuals to develop and maintain partnerships/sponsorships.
- Recruit, train, manage and evaluate museum volunteers and docents.
- Collaborate with other departments in the development, implementation and content creation of promotional campaigns strategically targeted to engage non-traditional museum audiences, increasing participation and program registration.
- Oversee group and individual tours.
- Develop and lead seasonal workshops for children and adults.
- Track and monitor program expenditures, ensure compliance within budget and management of educational supplies.
- Participate in the preparation of proposals for funding, sponsorships, grants and seek opportunities for donations.
- Exhibit intellectual curiosity and craft independent ideas that align with the BSM's larger message and goals.
- Participate in building/site opening and closing; inspect gallery and exhibit venues to maintain and monitor safety standards necessary for public use and program requirements.

## 2) REPORTING

The Head of Education will report to the Director & Senior Curator.

## 3) HOURS

Hours are 9am-5pm, Monday to Friday, with the possibility of evening and weekend work when needed. During the ongoing COVID pandemic, the candidate may be asked to work remotely.

## 4) COMPENSATION

Salary from \$65,000 to \$75,000 plus benefits.

## 5) CANDIDATE SPECIFICATION

The desirable candidate will have:

- A degree in education or museum studies.
- 5 years of experience working with education or public programs in a museum or gallery setting.

- 3 years of experience in a supervisory role.
- A cleared criminal background check.
- The ability to multitask, meet demanding deadlines and prioritize key issues.
- The capacity to think quickly, flexibly, and creatively.
- The ability to work in a team setting with individuals who come from a variety of backgrounds and experiences.
- A desire to learn about the social and cultural history of footwear.
- Working knowledge of AODA standards, and experience engaging with individuals who identify as having a disability.
- 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.
- Experience working on Zoom, WebEx, Google Classroom, or a similar video conferencing software.
- 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 "Head of Education <followed by applicant's last name>". Kindly note that we will accept no phone calls as we are working remotely.

Deadline for applications is 5 pm on Friday July 23<sup>rd</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.

