

Manager, Education and Public Programs, Stratford Perth Museum

Reports To

General Manager, Stratford Perth Museum

The Organization

The Stratford Perth Museum is a not-for-profit organization dedicated to the preservation and celebration of the cultural heritage of Stratford and Perth County. The museum curates the artifacts and collections placed in its care and presents exhibits and programs which bring history to life.

The museum strives to be recognized as a vibrant and relevant community museum, respected for our vital role in preserving, interpreting and celebrating our artifacts, stories and rich cultural heritage. In recent years, the museum has attracted a series of high-profile exhibits that have brought visitors from all over the world, with annual attendance averaging in excess of 10,000 over the past five years.

As a workplace, the museum values honesty, integrity and inclusivity; fiscal responsibility and transparency; accountability and stewardship; a community focus; and responsive partnerships and collaborations.

Job Overview

The Manager, Education and Public Programs plays a key role in bringing history to life, by researching, developing, planning, implementing and evaluating all education and public programs at the museum. This includes a range of activities such as educational programming, tours, talks, film screenings, performances, special events and day- and week-long camps for children, all designed to further the museum's objectives and strategies. The Manager ensures that these inspiring programs complement and supplement the exhibit strategy, serve the community, involve a broad range of audiences of all ages, and achieve attendance and revenue targets. The Manager plays an important role in the three-person management team of the museum.

Responsibilities and Duties

Needs Identification

- Builds strong, long-term relationships and partnerships with schools, school boards, community groups, service clubs, the Stratford Festival, Perth County Tourism and Stratford Tourism among others to develop a keen understanding of needs and opportunities within the larger community.
- Maintains a good understanding of the school curriculum and identifies areas where the museum can support the curriculum.
- Works closely with the Manager, Collection and Exhibits, to identify and implement programming opportunities that promote and further the objectives of permanent and temporary exhibits.

- Continually scans the environment for partnership and sponsorship opportunities that support the museum's objectives through team-building and pooled resources.

Program Development, Promotion and Delivery

- Creates, promotes and delivers robust and appealing programming for students, families, adults and seniors, both at the museum and off-site, either standalone or with the participation of partner organizations.
- Develops and implements an annual plan and calendar of events that contribute to a high profile for the museum, including a program of tours, an ongoing speaker series at the museum and topical special events throughout the year as well as day-camps on teacher Professional Activity Days and Family Day and week-long camps for March Break and during the summer.
- Develops and implements promotional strategies for all programming activities, to ensure effective outreach to targeted audiences.
- Ensures focused management and administration of programming, to achieve seamless delivery and high rates of audience satisfaction, within established budgets and resource availability.
- Proactively recommends adjustments in the programming strategy to ensure annual attendance and revenue targets are met.
- Acts as lead person for all aspects of programming special events at the museum.
- Works closely with the museum's volunteer coordinator to staff events and ensures volunteers receive appropriate training and direction, fulfill their responsibilities effectively and are recognized for their contribution.
- Recruits, hires and manages part-time staff to assist with specific events such as children's camps, as approved in the event plan.

Program Evaluation

- Evaluates each major activity, relative to its objectives, and identifies and implements opportunities to improve future activities.

Management Responsibilities

- Participates with the General Manager and the Manager, Collection and Exhibits in operational planning and management of the museum.
- Identifies opportunities and provides input and advice on grant and funding applications.
- Takes direct responsibility, as a member of the management team, for ensuring the museum is an appealing, functional and safe environment for staff, volunteers and visitors.
- Ensures sound and accountable management of the volunteer, part-time staff and financial resources entrusted to the position.
- Contributes to the smooth operation of the museum, including taking turns opening and closing the museum and occasional coverage of the Front Desk when volunteers or staff are not available.

Qualifications

The successful candidate will have a background in education and programming, gained in a heritage, arts, education or cultural facility. A related post-secondary degree is a distinct asset. The individual selected will be comfortable with groups of all ages and backgrounds and have strong presentation skills.

Exceptional team skills and a commitment to maintaining a positive, collegial, respectful work environment are essential qualifications. The ideal candidate will have the proven ability to act independently, exercise good judgment and show personal initiative. The position requires a candidate who is able to consistently represent the museum positively and effectively both on-site and in the community.

The successful candidate will be comfortable working to goals and expectations and in reorienting plans to accomplish desired results. Personal flexibility, particularly with regard to work hours, is required. On occasion, the candidate will be expected to attend evening meetings with community groups and to manage or participate in special events during the evening and on weekends.

The candidate must be comfortable in a range of computer office applications, including Word, Excel and Outlook as well as social media platforms.

Remuneration

The position is remunerated at a competitive rate.

Questions

Should you have questions, contact our General Manager John Kastner johnkastner@stratfordperthmuseum.ca or 519-393-5312

To apply

Please send your resumes via email to johnkastner@stratfordperthmuseum.ca
Resumes will be accepted up to 5 p.m. (EDT) on Monday, April 29.