

Art Museum  
University of Toronto  
—  
Justina M. Barnicke Gallery  
University of Toronto Art Centre

7 Hart House Circle  
Toronto, Ontario M5S 3H3  
artmuseum.utoronto.ca

# Art Museum

## Opportunity: Assistant Director

**Closing Date:** 05/08/2023, 11:59PM ET

**Employee Group:** Salaried

**Appointment Type:** Budget - Continuing

**Schedule:** Full-Time - work extended hours as a result of strict deadlines, events and projects, which includes weekends, evenings, and/or holidays.

**Pay Scale Group & Hiring Zone:** PM 3 -- Hiring Zone: \$82,692 - \$96,473 -- Broadband Salary Range: \$82,692 - \$137,819

**Job Category:** Arts & Culture

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

**Apply through the University of Toronto portal:**

<https://jobs.utoronto.ca/job/Toronto-Assistant-Director%2C-Art-Museum-ON/569530817/>

## Description:

This position offers the opportunity for a finance and operations professional to contribute to the strategic direction and implementation of initiatives at the Art Museum at the University of Toronto at time of exceptional growth and transformation within the institution's history. Nearing the ten-year anniversary of the Art Museum's federated operations, we are poised to play an even greater, more impactful role in

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the cultural and intellectual life of the University of Toronto campus and the city, and to broaden our reach as a leading academic art museum in the country and internationally.

The Assistant Director works in close collaboration with the Museum Director in realizing the institution’s mission and is a key member of the Museum’s management team. They are responsible for the strategic development, direction, and implementation of business operations, financial and administrative policies, and reporting, budgeting, planning, human resources, and facilities management. They provide direct input into the preparation of grants, contracts, proposal budgets, and ensuring compliance. Working with the Museum Director and Advancement Officer in determining fundraising needs and goals, they oversee the fiscal management of grants, endowments, investments, and gift reporting.

Through their knowledge of administration, the Assistant Director leads strategic initiatives, and manages, implements and enhances cross departmental initiatives to advance equity, diversity, and access, integrate new systems and technologies, and promote “green museum” practices throughout all its academic and public-facing roles and activities in accordance with the Art Museum’s strategic plan. They plan, establish and implement administrative policies and procedures to support the operational needs of the Art Museum, and provide advice and make recommendations to inform a wide variety of



operational issues to ensure best practices are observed across all aspects of the Art Museum's operations including financial management, budgeting, human resources, facilities, and IT.

The Assistant Director will play a key role in building organizational well being and cohesion, ensuring sustainability of human resources throughout the programming cycle and professional development opportunities for staff, as well as participating in the resolution of conflicts and other human resources concerns.

They serve as the primary contact representing the Museum throughout the University in all areas of its operations, including leading strategic communications, outreach, multi-levelled institutional partnerships, as well as donor and advisory board relations for the benefit of the profile and awareness of the Art Museum.

#### **QUALIFICATIONS REQUIRED:**

##### **EDUCATION:**

Master's degree in arts management, business, and/or financial management or an acceptable equivalent combination of education.

##### **EXPERIENCE:**

Minimum 5 years' related and progressive experience in the



museum, cultural, and/or non-profit arts sector, with proven track record in financial management and administration in a similar environment. Experience building and developing effective administrative systems and processes. Experience working with and interpreting policies and procedures pertaining to not-for-profit and arts-related environments, including fundraising in the non-profit sector, budget, finance, human resources, and academic administration. Experience leading, supervising and motivating staff members. Experience supervising staff in a unionized environment is an asset. Demonstrated success in the design and implementation of new initiatives and processes. Demonstrated commitment to supporting diversity, anti-racist equity, access and inclusion.

**SKILLS:**

Advanced computer skills in MS Office (Word, Excel, Outlook) and internet. Demonstrated experience with FIS and HRIS, or similar related systems. Excellent administrative, analytical and financial skills with ability to interpret and apply information and provide financial analysis. Excellent interpersonal, oral and written communication skills.

**OTHER:**

Ability to manage proactively. Strong leadership including ability to foster confidence and motivation in staff and to



develop cooperative, collegial working relationships with a broad range of University and external constituencies. Demonstrated judgement and decision-making employing creativity, tact and negotiation skills and ability to apply these skills for achieving informal complaint resolution and the grievance process. Proven ability to set priorities and work schedules. Demonstrated flexibility and adaptability within a changing environment. Service oriented with excellent customer service skills.

Ability to manage competing deadlines and a variety of complex projects simultaneously; excellent time management and organizational skills; proven effectiveness in the development of administrative systems. Ability to work effectively in an interdisciplinary environment, with discretion and observing confidentiality. Ability to work independently. Ability to make sound decisions under pressure and in response to changing priorities.

### **Diversity Statement**

The University of Toronto embraces Diversity and is building a culture of belonging that increases our capacity to effectively address and serve the interests of our global community. We strongly encourage applications from Indigenous Peoples, Black and racialized persons, women, persons with disabilities,



and people of diverse sexual and gender identities. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission.

As part of your application, you will be asked to complete a brief Diversity Survey. This survey is voluntary. Any information directly related to you is confidential and cannot be accessed by search committees or human resources staff. Results will be aggregated for institutional planning purposes. For more information, please see <http://uoft.me/UP>.

### **Accessibility Statement**

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.



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If you require any accommodations at any point during the application and hiring process, please contact [uoft.careers@utoronto.ca](mailto:uoft.careers@utoronto.ca)

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