



Digital Masters Series Program Lead

Contract: 6 months starting in early January 2025

Hours: 15 per week

In office work with very limited opportunities to work from home.

Rate of Pay: Employee \$25 per/hour or Independent Contractor \$ 2033 per month

Application Deadline: Friday November 29th

The Series Program Lead will be responsible to successfully execute the deliverables expected through the Ontario Trillium Fund grant for a 3-part Digital Masters Series. In this program cohort of artists will gather at Clayworx to learn both individually and as a group from three different acclaimed Ontario Ceramic artists who will instruct them virtually from studios across the province.

Key Responsibilities:

- Become knowledgeable on how to use the audio-visual and streaming technology and be on site for the workshops to provide routine tech support if necessary. Training and in house support will be provided
- Communicate with the three artists to understand what they will be teaching, expected outcomes, techniques learned. This will be done in consultation with staff.
- Create promotional posters for on site and a social campaign to encourage participation.
- Work with our Photographer/Videographer to create marketing assets for future Workshop series.
- Create a pricing structure for members and non-members.
- Manage the project budget effectively
- Create an inventory and instruction package for the equipment
- Generate final reporting data and assist in the final report creation.

Key Professional Attributes:

- Can demonstrate very strong project and time management skills
- Excellent communicator
- Confident in graphic design via Canva and Illustrator
- Strong understanding of effective social media post tactics for promotional purposes
- Budget management experience necessary
- Experience working with artists, arts grants or programming is an asset
- Can demonstrate success working with marketing asset development (photo and video creation and curation)

This position will consult and collaborate with various members of the Clayworx team but will report to the Executive Director.

Please send your resume and cover letter to ed@clayworx.ca. Only those that are identified for interviews will be contacted.