



AGA KHAN FOUNDATION
CANADA

Terms of Reference

Exhibitions Manager

Location: Ottawa, or Remote

About AKFC

Aga Khan Foundation Canada (AKFC) is an international development organization and registered charity. AKFC partners with communities, businesses, and governments to find innovative, lasting solutions to global challenges. Working in Africa and Asia, we invest in local institutions and systems that anchor progress over the long term. In Canada, AKFC mobilizes funding and expertise, and promotes awareness of global issues. AKFC is an agency of the Aga Khan Development Network, one of the world's most comprehensive development organizations. Since 1980, AKFC has helped millions of women and men to unlock their own potential to build a better life. Learn more at akfc.ca

Position Summary

As an Exhibitions Manager, you are responsible for leading the project management, planning, development, and execution of temporary, touring, digital and permanent exhibitions. As part of a broader public engagement portfolio, these exhibitions will seek to increase awareness and interest among Canadians of global issues such as education, health, environmental sustainability and gender equality and Canada's role in a more peaceful and prosperous world for all.

This role requires a creative and self-starting individual with experience managing budgets and overseeing the success of simultaneous projects. The successful candidate would work in close collaboration with AKFC colleagues and other stakeholders to ensure adherence of content, operational, and museological standards.

While AKFC is headquartered in Ottawa, this full-time, permanent position can be done remotely and reports to AKFC's Senior Manager of Public Engagement. The incumbent should be available to work occasional evenings and weekends as required. Travel within Canada, when safe to do so, is expected to take place a few times a year.

The starting salary range for this position is between \$75,000 and \$80,000 per year.



Responsibilities

- As part of AKFC's multi-functional Public Engagement and Resource Mobilization team, lead the project management, planning, development, and execution of temporary, touring, digital and permanent exhibitions to provide Canadian audiences and stakeholders with opportunities to discover, appreciate, and learn about Canada's role in international development.
- Support programming related to exhibitions such as events, workshops, content development, and educator resources.
- Identify and assess audience needs relative to exhibition programming and other public engagement opportunities through collaboration and consultation with colleagues, sector stakeholders, and other partners.
- Work with others to develop and implement audience reach strategies that sustain engagement.
- Work with stakeholders to identify ideal locations and venues to present exhibitions that meet organizational objectives.
- Work with colleagues and relevant partners in the marketing and communications of the exhibitions.
- Participate in training staff involved in exhibition interpretation activities.
- Participate in the planning and development of communications materials and content related to exhibitions.
- Lead on relevant monitoring, evaluation, and reporting activities with a view to applying lessons learned into future programming.
- Work with colleagues and stakeholders in the development of digital exhibition assets, such as on-screen elements like videos and interactive activities, for integration into physical and digital exhibition experiences.
- Ensure that exhibitions are approached with a lens to diversity, equity, and inclusion.
- Ensure that all exhibitions and associated materials respect AKF's commitment to safeguarding.

Qualifications & Experience

- Five to seven years of experience in exhibition design or public interpretation for Canadian audiences.
- Post-secondary diploma or degree in a relevant discipline such as project management, communications, international development, museology, or an equivalent combination of education and experience.
- Project management experience related to museums, galleries, and/or interpretation, including the management of budgets, schedules, and contracts.
- Reliable knowledge of trends, best practices, and innovations in exhibitions and interpretation.



- Knowledge of, and commitment to, international development and an ability to communicate complex global issues to public audiences.
- Ability to work independently, take initiative, set priorities, and manage multiple simultaneous priorities.
- Superior oral and written communication skills in English. Proficiency in French is an asset.
- Ability to travel in Canada.
- Ability to work some evenings and weekends.

Essential Skills and Attributes

- Dynamic, collaborative, and able to face challenges with patience, perseverance, and flexibility.
- Capacity to work independently or with others, take initiative, set priorities, and manage a variety of activities simultaneously.
- Enthusiastic to learn from others and share knowledge.
- Demonstrated intercultural competence and ability to adapt professional skills to fit local conditions and constraints.

Apply

Qualified applicants should submit a cover letter, CV, and the names and contact information of three professional referees to the following email: AKFC.HR@akdn.org noting **Exhibitions Manager** in the subject line. Short-listed candidates will be invited for an initial interview and may be invited to additional interviews and/or asked to complete a written assignment.

Deadline for submissions: **May 27, 2022.**

Applications will be reviewed on an ongoing basis and the posting may be closed prior to the deadline for submissions.

Thank you for your interest. Only those selected for further screening or an interview will be contacted. Please note that this position is only open to those who are legally able to work in Canada.

AKFC is committed to advancing gender equality and inclusion through our programming and operations in Canada and overseas. AKFC requires all employees to review and abide by the [AKFC Gender Equality Policy](#).

AKFC recognizes the importance of [safeguarding](#) and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, other associates and the organization as a whole are kept safe from harm.

AKFC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.