

Outreach Assistant

Application Deadline: May 6, 2026, at 5pm EDT

The Art Museum at the University of Toronto (comprised of the federated Justina M. Barnicke Gallery and the University of Toronto Art Centre) is seeking an Outreach Assistant to assist in the research, coordination, and implementation of outreach, educational, and public programming strategies. The position is a 37.5 hour work week, at \$25.45 per hour, from June to December.

The ideal candidate for the position will have a background and demonstrated knowledge —through education and volunteer experience or previous employment—in museum-focused outreach and programming. They have a degree in the fields of art history, museum studies, curatorial studies, and/or education with an emphasis on contemporary art and Canadian heritage. Prior work experience with museum programming and outreach is preferred. Basic computer skills are required, and demonstrated experience as a docent and with event planning will be considered an asset.

The candidate will bring excellent coordination and organizational skills, as well as the ability to work independently and collaboratively. They will demonstrate strong critical thinking, creativity, and a great sense for detail and information accuracy, along with enthusiasm for contemporary and Canadian art, museums, and audience engagement.

This position will involve working closely with the Assistant Director and curatorial team to:

- Create accessible and dynamic outreach strategies that support audience engagement with exhibitions and collections;
- Generate educational activities for diverse audiences and learning needs;
- Coordinate the implementation of new outreach strategies that deepen audience engagement and grow the museum's publics;
- Assist with front of house operations, including providing tours to broad and specific audiences;
- Compile, track, and report on visitor surveys and program participation;
- Assist with the implementation and enhancement of equitable outreach strategies, including identifying ways to best connect with communities facing barriers to participation;
- Liaise with partners and collaborators within and beyond the University of Toronto for cross-engagement purposes (including tours and formal and informal programs for students and youth);
- Collect and analyze visitor and participation surveys;

- Collect and analyze visitor and participation surveys; Develop and implement an outreach strategy specific to the Art Museum's fall program—an exciting partnership with the Toronto Biennial of Art featuring nationally and internationally acclaimed artists.

This position provides an exciting opportunity to learn new skills, contribute to an important aspect of museum programming, collaborate with a diverse team of museum professionals, and gain hands-on experience within a dynamic and respected cultural institution.

The Art Museum at the University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized, Indigenous, disabled, and/or LGBTQ applicants. We are strongly committed to providing meaningful opportunities to equity-seeking communities and to underrepresented arts professionals facing barriers to access.

Candidates may be eligible for an internship if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non) Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- are legally entitled to work in Canada (have a valid social insurance number);
- are between 16 and 30 years of age inclusively at the start of employment; and
- are a college or university graduate (certificate, bachelor's, master's or doctorate).

Note: Priority will be given to graduates that have not previously participated in YCW internship programs and that are unemployed or underemployed.

Interested applicants should apply by sending a cover letter and CV by email to artmuseum@utoronto.ca with the subject heading “Young Canada Works Outreach.” Digital applications in a single document PDF are preferred. Deadline for submissions is **5PM on May 6, 2026.**