

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

**Job Posting: Project Coordinator
(Full-time. Immediately until September 15, 2021)**

**Deadline for Applications (resume and cover letter):
Friday, June 25, 2021, or until position is filled**

The Art Museum and Hart House at the University of Toronto seek a Project Coordinator to assist in the coordination of a major artistic project involving hoardings on the grounds of Hart House Circle.

The Project:

In preparation for the creation of an Indigenous garden on the Hart House commons at the University of Toronto, hoardings have been erected to protect the trees during construction. Curated by Mik Migwans (Assistant Professor and Curator of Contemporary Indigenous Art, Art Museum) and Maria Hupfield (Assistant Professor Indigenous Digital Arts and Performance), The Tree Protection Zone (TPZ) project involves artists who elaborate these hoardings into a celebration of the trees, the buried waterway (Taddle Creek) that remains there under the soil, and the community that is centered here.

From July to August 2021, artists will be invited to create designs, and to work with our team to apply the designs to the hoardings. Projects may involve traditional street art techniques such as stenciling and wheat pasting, as well as any other creative application within our budget. The hoardings will

1 of 6



UNIVERSITY OF
TORONTO

HartHouse



UNIVERSITY
COLLEGE

remain in place for one year and will weather accordingly. Following takedown, artists will be invited to reclaim and repurpose the pieces, or to allow the boards to be donated to other community applications.

The Position:

The Project Coordinator will be working under the general direction of the Curatorial team of Mik Migwans and Maria Hupfield, as well as the Art Museum and Hart House staff to coordinate the implementation of the Tree Protection Zone project.

The coordination includes and is not limited to the following tasks:

- Develops production schedule of project in preparation for implementation and liaises with the Art Museum and Hart House Program team, throughout all phases of the project.
- Plans and prepares the site, including allocation of site with artists, collects images and bios for communications, measurements, and material delivery points
- Coordinates the schedules of artists, artist assistants, and related personnel with special consideration of Personal Protective Equipment and COVID-related protocols, such as ongoing supervision of scheduling for contact tracing, physical distancing, building access, capacity

requirements and updating COVID-19 protocols as specified by the University of Toronto.

- Communicates with the artists and curatorial team on final designs to develop production, including delivery of designs and the translation of designs onto the hoardings involving sourcing materials, suppliers, delivery schedules, and all other aspects of implementation of designs
- Assists curators in soliciting artists' assistants; coordinates hiring, onsite training, as well as supervises artists' assistants throughout the implementation of designs
- Works as key liaison between all project partners, including artists and assistants, the Art Museum (for artists payments, contracts, materials) and University College (facilities/services, washroom, water, food, and drink)
- Coordinates and prepares materials and tools, as well as the workspace from beginning to end of each workday, including storage and clean up
- Develops, organizes, and collaborates with Hart House/Art Museum on related outreach activities
- Communicates via various channels with artists, curators, artist assistants, and campus partners for press, interviews, and various digital communication and documentation of the projects, including artists and curators' bios, background materials, and visuals.

- Coordinate Project debrief (photography, budgets for food/materials, identify potential distribution of panels post project) with all parties concerned (HH and Art Museum).
- Additional tasks as assigned.

Contract Terms:

Starting date: As soon as possible.

End date: September 15, 2021.

Full-time hours. \$30/hour.

Experience:

- A minimum of two (2) years of exhibition or project coordination experience in/with a professional gallery or art institution, with demonstrated experience in all facets of the implementation of major visual art projects and artistic projects in the area of contemporary Canadian and international art in a diversity of media.
- Demonstrated experience coordinating artists and technical support team.
- Proven experience procuring estimates and services for all aspects of visual art production such as technical equipment, materials, and tools.
- Coordinating several simultaneous projects with multiple, sometimes conflicting timelines.

- Excellent communication and interpersonal skills.
- Experience working with students, including mentoring and training in visual art production, is an asset.
- Embodied experience working with Indigenous and/or BIPOC artists and/or students.

Skills:

- Demonstrated project planning and implementation skills, including setting priorities and implementing all material and technical aspects of visual art.
- Interpersonal and team leadership skills and working with multiple stakeholders.
- Superior skill in material realization of works of art in a diversity of traditional and contemporary media including set up of A/V equipment.
- Must have superior organizational skills, detail-oriented focus, and the ability to manage multiple priorities in a very fast-paced environment.
- Requires analytical abilities, including working within budget allocations, facilities, and resources allocation.
- Thorough working knowledge of the digital work environment.
- Demonstrated excellent oral communication skills.
- Knowledge of technical and aesthetic dimensions of art installation, design, fabrication processes (painting, wall construction, etc.), related materials, and power tools.
- Knowledge of workplace health and safety.

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

Inquiries:

Barbara Fischer

Director, Art Museum at the University of Toronto

barbara.fischer@utoronto.ca

artmuseum.utoronto.ca