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

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

# Art Museum

## Opportunity: Collections Assistant

The Art Museum at the University of Toronto is seeking a Collections Assistant to assist the Collections Coordinator with digitization of the Permanent Collections. This program is an essential component of managing and contributing in a meaningful way to ensuring access to the artworks in the Permanent Collections. This position is planned to be 16 weeks long, from May through August. The position is a 37.5-hour work week, paid at $25/hour, from May to August.

The ideal candidate for the position of Collections Assistant will have a background and demonstrated knowledge –through education and volunteer or previous employment – in academic research of contemporary and historical Canadian art, and general understanding of art making techniques. The candidate is currently enrolled in postsecondary studies and are intending to return to school in the fall semester, preferably in the field of art history or museum studies.

The candidate will bring excellent communication and organizational skills, general office practice, as well as the ability to work independently and in a team, with an emphasis on critical thinking, a great sense for detail, information accuracy and enthusiasm for art and history. The candidate will have proven experience with information management and it is preferred that the candidate have some prior experience with

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collections management and digital databases.

The Art Museum at the University of Toronto is strongly committed to diversity within its community and especially welcomes candidates who are members of Indigenous, Black, racialized and 2SLGBTQ+ communities, persons with disabilities, and other equity deserving groups are encouraged to apply, and their lived experience shall be taken into consideration as applicable to the posted position.

Interested applicants should apply by sending a cover letter and CV by email to **artmuseum@utoronto.ca** with the subject heading "Young Canada Works Collections Assistant". Digital applications in a single document PDF are preferred.

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