

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

Collections Assistant

Application Deadline: Friday, April 12, 2024, at 5pm

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 a Collections Assistant to assist in the research, coordination, and implementation of the Art on Campus program. The position is a 37.5-hour work week, at \$25 per hour, from May 6 to December 13, 2024.

The ideal candidate for the position of Collections Assistant will have a background and demonstrated knowledge—through education and volunteer or previous employment—in contemporary and historical Canadian art. They have a degree in the fields of art history or museum studies with emphasis on contemporary art and Canadian heritage.

Tasks for this position include:

- Receiving, responding to, and tracking Art on Campus requests
- Entering and tracking Art on Campus records in TMS
- Coordinating site visits to ascertain conditions for Art on Campus loans
- Making artwork selections and recommendations for lenders, with oversight from the Collections Coordinator

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The candidate will bring excellent communication and organizational skills, 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 history and museums. The candidate will have proven experience with information management. For the role of Collections Assistant, it is preferred that the candidate have some prior experience with Collections Management and digital databases.

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 arts professionals facing barriers to access.

To Apply:

Interested applicants should apply by sending a CV and a cover letter outlining interest, skills, and professional experience by email to artmuseum@utoronto.ca with the subject heading “Young Canada Works Collections Assistant”. Applications should be submitted in a single PDF.

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Please note:

This position is funded in part through the Young Canada Works at Building Careers in Heritage program, and all

applicants must be registered in the YCW candidate pool and meet the current YCW-BCH eligibility criteria. An individual 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).

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