

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

Operations and Outreach Assistant

Location: Venice, Italy

Application Deadline: Sunday, April 7, 2024

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 Operations and Outreach Assistant to assist in the on-site management of the operations of a Collateral Exhibition at the Venice Biennale (Venice, Italy). The position is 40 hours work week, at \$22 per hour, from April 29 to December 6, 2024.

The position centres on managing the everyday operations of the exhibition space and oversight of the contents of the exhibition, researching and planning outreach and public engagement (informal and formal guided tours and visitor support), sustaining and coordinating a wide range of communications with and beyond project stakeholders (including funders, sponsors, staff and press), to support the presentation of a major project at the 60th Biennale over the course of the summer and fall of 2024.

The ideal candidate for the position will have a background and demonstrated knowledge through education, volunteer, or previous employment in contemporary international and Canadian art. They have a degree in the fields of arts

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management, art history, or curatorial studies with an emphasis on contemporary culture, diaspora studies, and history.

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, operational and management skills, a great sense of detail and capacity for planning and project implementation. Confidence and capacity to engage with diverse and intergenerational audiences are an important element of this position, and language skills, including speaking and writing in Italian, are an asset.

The candidate must be willing to relocate to Venice, Italy, for the entirety of the contract and duration of the position. Shared accommodation will be provided.

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 (please note any proficiencies in Italian) by email to artmuseum@utoronto.ca with the subject heading "Young

Canada Works Operations and Outreach Assistant."
Applications should be submitted in a single PDF.

Deadline to apply: April 7, 2024

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.