

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 Access Assistant

Application Deadline: April 22, 2025 at 5pm EST

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 Access Assistant to assist in the research, coordination, and implementation of collections-based initiatives. The position is a 36.25-hour work week, at \$22 per hour, from May to August 2025. The ideal candidate for the position of Collections Access 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 a general understanding of collections management. 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 and information accuracy and enthusiasm for heritage, art history and museums. For this role, it is preferred that the candidate have some prior experience with collections management and digital

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databases. Experience in object handling and condition reporting is also an asset.

This position will involve the rare opportunity to work directly with the Art Museum's collection. Working closely with the Collections Coordinator, the Assistant will update collections records and condition report new acquisitions. This position also involves addressing barriers to access and improving the searchability of diverse artists through the online collection by updating image permissions and artist's biographical information (including preferred pronouns and Indigenous naming conventions).

This position provides an exciting opportunity to learn new skills, contribute to an important aspect of museum operations, 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 and employment.

Interested applicants should apply by sending a cover letter and CV by email to [artmuseum@utoronto.ca](mailto:artmuseum@utoronto.ca) with the subject

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heading “Young Canada Works Collections.” Digital applications in a single document PDF are preferred.

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