

**Collections Research Assistant  
Blackwood Gallery, University of Toronto**

**Period of Employment:** May 29–August 25, 2017

**Hourly Wage:** \$15

**Hours of Work:** 30 hrs/week, some evenings and weekends may be required

**Application Deadline: May 17, 2017**

Applications will be reviewed on an ongoing basis—please apply early.

All applicants must qualify for Young Canada Works funding:

<http://www.pch.gc.ca/ycw-jct/index-eng.cfm>

The Blackwood Gallery is a contemporary art gallery situated on the University of Toronto Mississauga campus. The gallery's collection comprises over 450 works of Canadian contemporary art, with a particular focus on prints by Ontario-based artists and works by Inuit artists.

The **Collections Research Assistant** will be responsible for creating and organizing complete research files for each of the artists whose work is held in the Blackwood Gallery's permanent collection. In addition to creating major supporting research for the collection, the position will work closely with the Blackwood Gallery's Curatorial Assistant and Collections Archivist on tasks related to the maintenance of the collection and the gallery's publication archive.

**Responsibilities:**

- Undertake research on various artists whose works are held in the Blackwood Gallery collection
- Compile and organize files on each artist, including exhibition histories, press clippings, and biographical, historical, and provenance research
- Assist the care and condition reporting of artworks distributed via the Art on Campus program
- Work with the Blackwood's Curatorial Assistant and Collections Archivist in the handling, packing, and hanging works from the collection, as necessary
- Assist in the archiving and distribution of gallery publications
- Research and implement a paperless system for filing, prioritizing, and archiving artist research files
- Attend weekly staff meetings and submit progress reports
- Assist with general gallery tasks, guided tours, and office duties as required

**Qualifications**

- Enrolment in an accredited post-secondary institution studying visual arts, art history, arts administration, or a related cultural or information management field.
- Students must be returning to full-time studies in September 2017
- Proficiency with Microsoft Office Suite. Working knowledge of FileMaker Pro, HTML, and Adobe Creative Suite an asset
- Knowledge of and interest in Canadian art since 1960. Knowledge of, and interest in, collections and archives considered an asset.
- Excellent research skills
- Excellent written and oral communication skills
- Demonstrated ability to work within a team as well as independently
- Strong attention to detail and ability to organize and manage information
- Previous experience within a gallery or archival context is an asset

## **Eligibility**

To participate in this Summer Work Experience, the participant must meet the eligibility requirements outlined on the Young Canada Works website. To be eligible, you must:

- be a Canadian citizen or a permanent resident, or have refugee status in Canada. **\*\*Note:** Non-Canadian students or graduates holding temporary work visas or awaiting permanent status are not eligible.
- be legally entitled to work in Canada.
- be between 16 and 30 years of age at the start of employment.
- have finished the school term at the start of employment.
- be registered in the YCW online candidate inventory.
- be willing to commit to the full duration of the work assignment.
- not have another full-time job (over 30 hours a week) while employed with YCW. **\*\*Note:** Students with a disability are eligible for part-time work in Canada only.
- have been a full-time student (as defined by his or her educational institution) in the semester preceding the YCW job.
- be returning to full-time studies in September 2017.

As part of the University of Toronto Mississauga, the Blackwood Gallery is strongly committed to diversity within its community and especially welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, members of sexual minority groups, and others who may contribute to the further diversification of ideas.

The Blackwood Gallery is accessible from downtown Toronto via public transit.

For more information about the Blackwood Gallery, please visit [\*\*blackwoodgallery.ca\*\*](http://blackwoodgallery.ca)

We thank all candidates for their application; only those selected for an interview will be contacted.

Please submit cover letter and resume electronically (mail and fax submissions will not be considered) to:

**Alison Cooley**

Curatorial Assistant and Collections Archivist, Blackwood Gallery  
[alison.cooley@utoronto.ca](mailto:alison.cooley@utoronto.ca)