

Educational Programming Assistant Blackwood Gallery, University of Toronto

Period of Employment: May 12–August 9, 2019 (with possibility of extension)
Hourly Wage: \$17.00
Hours of Work: 30 hrs/week, some evenings and weekends may be required

All applicants must qualify for the Young Canada Works in Heritage Organizations program:
<https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>

The Blackwood Gallery is a contemporary art gallery situated on the University of Toronto Mississauga campus, and dedicated to open, public research. The Blackwood Gallery presents curated exhibitions featuring the work of local, national, and international professional artists in on-campus gallery spaces, as well as offsite projects throughout Mississauga and the GTA.

The Blackwood Gallery is currently seeking an Educational Programming Assistant. Working closely with the Assistant Curator and Curatorial Assistant / Collections Archivist, the Educational Programming Assistant will support the development and implementation of educational programming and events, and assist with academic outreach and student engagement.

Throughout 2019, the Blackwood Gallery is presenting a participatory and educational programming series titled *The Society for the Diffusion of Useful Knowledge* (SDUK), as part of a year-long project designed to circulate ideas and debates from a range of practices that engage with climate change discourse. The Educational Programming Assistant will assist with the planning, preparation, and execution of *SDUK* events and activities, working with artists, researchers, scholars, and other arts professionals associated with the programming. This will include event preparation, outreach assistance, internal event coordination and scheduling duties, supporting photographic and video documentation, and assisting with other tasks as required.

The Educational Programming Assistant will expand their understanding of the opportunities and challenges unique to educational arts programming, with a focus on interdisciplinary practices, while contributing to a positive, constructive, and considerate workplace.

Responsibilities:

- Support educational programming research and preliminary materials
- Participate in meetings with potential project partners, including guest curators, artists, and venues
- Assist with development of event scheduling for all educational programming
- Assist with event communications, including website and social media outreach
- Support event coordination and logistics of visiting artists/scholars for summer school program
- Assist with the coordination of staffing schedules, internal event plans, and logistical/material needs
- Prepare materials for events, including guest packages, schedules, and sign-in materials
- Support onsite execution of educational programming, assisting with audience wayfinding, supporting visiting artists and researchers, supporting staff in event preparations, and addressing other event issues as they arise
- Assist with organizing, archiving, and circulation of documentation following events



- Support academic outreach for Fall 2019 exhibitions and student Orientation events

Qualifications:

- Enrolment in an accredited post-secondary institution studying education, arts administration, art history, visual arts, curatorial studies, or a related field (returning full-time in September 2019)
- Proficiency with Microsoft Office Suite, social media and other digital platforms. Working knowledge of Adobe Creative Suite an asset
- Knowledge of and interest in contemporary art and educational programming
- Knowledge of and interest in event coordination and outreach an asset
- Strong written and oral communication skills
- Demonstrated ability to work within a team as well as independently
- Experience working with various publics that represent diverse background and have different needs and experiences
- Strong attention to detail; ability to organize and manage information
- Excellent ability to problem-solve
- Previous experience within a gallery, museum, or festival context is an asset

Eligibility

- All applicants must qualify for Young Canada Works funding: <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>
- 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.

For more information about the Blackwood Gallery please visit <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) by April 24 to:

Michael DiRisio
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