

**Exhibition Production Assistant
Blackwood Gallery, University of Toronto**

Period of Employment: June 4–August 24, 2018

Hourly Wage: \$16.00

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

Application deadline: **April 29, 2018**

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.

Throughout Summer 2018, the Blackwood Gallery will be preparing for ***The Work of Wind: Air, Land, Sea***, a major contemporary public art exhibition to be presented in Mississauga's Southdown Industrial Area from September 14 to 23, 2018. *The Work of Wind: Air, Land, Sea* will showcase works by local, national and international artists exploring multiple perspectives on climate change, resource extraction, and environmental violence. The exhibition encompasses thirteen site-specific, temporary art installations that will be sited in a range of industrial, commercial, and recreational spaces.

The **Exhibition Production Assistant** will play a valuable role in assisting with the coordination and production phase of this exhibition project throughout the summer. The successful candidate will assist senior gallery staff and artists in coordinating the production and installation of site-specific commissioned artworks. The incumbent will provide support in sourcing materials, researching logistical installation considerations, provide production assistance prior to installation, and will help develop a plan for maintenance and equipment needs of project sites. They will work closely with visiting artists, our partners at the City of Mississauga's Environment and Culture Divisions, and various Mississauga communities, providing ample opportunity to network with professionals in many fields.

Throughout the project, the Exhibition Production Assistant will gain experience with implementation of a large-scale, site-specific exhibition, project management, delivery of educational programs and events, and working knowledge of a variety of installation techniques, equipment and audio/visual systems. The Exhibition Production Assistant will also assist in the implementation of public outreach and community uptake around the project including providing occasional support to the project's publishing and outreach program, *The Society for the Diffusion of Useful Knowledge*.

Responsibilities:

- Assist senior staff with project coordination tasks for *The Work of Wind*
- Assist with various production tasks for *The Work of Wind*
- Provide research assistance to visiting artists by sourcing materials, connecting to local resources, and personnel
- Assist in the recruitment and training of volunteers



- Assist in assembling research and textual materials to aid in audience interaction with the project
- Assist in developing detailed site maintenance and equipment plans
- Become familiar with various installation techniques and technologies required for large-scale site-specific installations
- Assist with public programming, outreach and community uptake as required

Qualifications:

- Enrolment in an accredited post-secondary institution studying arts administration, art history, visual arts, curatorial studies, or a related field (returning full-time in September 2018)
- 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.
- Knowledge of and interest in exhibition installation and production
- Strong written and oral communication skills
- Demonstrated ability to work within a team as well as independently
- Excellent attention to detail, ability to meet deadlines, organize and prioritize tasks and manage information.
- Excellent ability to problem-solve
- Previous experience within a gallery or art museum context is an asset. Previous experience in a festival context considered an asset

Eligibility:

- All applicants must qualify for Young Canada Works funding: <http://canada.pch.gc.ca/eng/1459869949087>
- 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 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, University of Toronto Mississauga
 3359 Mississauga Rd, Mississauga, ON L5L 1C6
 (905) 828-3789
alison.cooley@utoronto.ca

