



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/18

## Curatorial Assistant

<b>Job ID</b>	<b>380515-1-4195</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=380515-1-4195">https://careers.indigenous.link/viewjob?jobname=380515-1-4195</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2024-04-25	To: 2050-01-01
<b>Job</b>	Type: Part-time	Category: Education

### Description

#### About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University (TMU) is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada. In April 2022, the university announced its new name of Toronto Metropolitan University. Learn more about our next chapter.

**About the Image Centre** The Image Centre (IMC) is Canada's leading institution dedicated to the exhibition, research and collecting of photography. Established in 2012 at Toronto Metropolitan University, in the heart of the city, the IMC welcomes visitors to explore the intersection of photography and culture. Through compelling exhibitions and engaging public programming, the IMC showcases work by emerging, renowned, and anonymous photographers, past and present. With a growing collection of nearly 400,000 photographic objects and an innovative scholarly research program, the IMC is also a vibrant hub for the preservation and study of photography. For more information, visit [theimagecentre.ca](http://theimagecentre.ca).

#### The Opportunity

This Curatorial Assistant (Poy Family Internship) will assist in the preparation and organizing of

exhibition projects. Daily tasks include supporting the research, development, planning and implementation of exhibitions and public programs. The Curatorial Assistant will also assist in compiling information and proofreading for publications, wall texts, and exhibition checklists; and assisting in the installation and deinstallation of exhibitions in the IMC's galleries.

This is a fixed, two-year term Poy Family Advanced Internship with the IMC, made possible with the generous support of Vivienne and Neville Poy, designed to create opportunities for TMU graduates in museums and archives. Read more about this program here:

<https://theimagecentre.ca/news/poy-gift/> Please note, this role will normally operate on a hybrid arrangement of 3 days/week on-site and 2 days/week remote. During exhibition installation periods throughout the year, the position is required to be on-site 5 days/week based on operational needs. To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Completion of an Undergraduate Degree from The Creative School or the Faculty of Arts at Toronto Metropolitan University.
- Incumbent must have graduated from TMU no more than two years prior to position posting. June 2024 graduates will be eligible to apply.
- Minimum of 6 months relevant work experience of exhibition projects, in museums, galleries, festivals, cultural institutions, libraries or archives.
- Strong interest in exhibitions and photography is a must.
- Strong informational research skills (including online and library-based).
- Strong communication and organizational skills.
- Knowledge of exhibition preparation and procedures.
- Analytical, research and problem-solving skills.
- A focused, detail-oriented approach to assigned work.
- The ability to work both independently and within a team setting.
- Comprehensive proficiency in MAC operating systems, Microsoft Office (especially Word and Excel), Adobe Creative Suite (especially Photoshop, Illustrator, InDesign), Google Workspace, and Dropbox.

#### Additional Information

Position Number(s) 20005030

Reports To Manager, Exhibitions & Publications

Department The Image Centre

Vacancy Type TERM

Employee Group OPSEU

Work Location Hybrid

Start Date ASAP

End Date 2 years from start date, non-renewable

Hours of Work 36.25

Grade 7

Salary Scale \$54,181.53-\$ 64,695.56

Posting Date April 24, 2024

Application Close Date May 13, 2024

Additional Notes:

- Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis.
- An equivalent combination of education and experience may be considered.
- Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.
- We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications.

As part of the selection process, candidates may be required to complete an occupational assessment. Applications will only be accepted online through Toronto Metropolitan University's career site. Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.

We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please submit your request through the AskHR webform. All information received in relation to accommodation will be kept confidential.

For more information, visit [Toronto Metropolitan University for Curatorial Assistant](#)