

YCW Curatorial & Archives Assistant

- **Program Stream:** Young Canada Works at Building Careers in Heritage
 - **Term:** 22-week position, 32 hours / week
 - **Location:** Toronto, ON; onsite and remote work as required
 - **Hourly Wage:** \$20.50 per hour worked, less applicable withholdings and statutory deductions
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Mercer Union, a centre for contemporary art, is seeking a Curatorial & Archives Assistant for a 22-week contract beginning 20 October 2024.

Mercer Union is dedicated to the advancement of contemporary art. Our gallery program includes exhibitions of commissioned and newly produced works, a series of commissioned public billboards, fORUM — a critical conversation series — as well as artists' talks, workshops, seminars and special projects. We are a hub for dialogue, offering various platforms for artists and audiences to exchange ideas, strengthen skills and disseminate knowledge. By doing so, we aim to deepen awareness, scholarship and debate around new and essential discourses in contemporary art.

Reporting to the Director & Curator, the Curatorial & Archives Assistant will support various aspects of working within a contemporary art institution, supporting curatorial research and administration related to the planning, promotion, and production of exhibitions and public programs.

The Curatorial & Archives Assistant will also take a leading role in supporting the maintenance, preservation, and public availability of Mercer Union's archives. They will be tasked with reviewing and cataloguing a portion of Mercer Union's physical and digital administrative records. This project will equip the Assistant with practical experience in file management and archival systems, as well as professional connections with museum archives staff.

Duties and Responsibilities:

- Host visitors to Mercer Union's exhibitions and programs, interpreting artworks and leading exhibition tours as needed
- Provide information and accept registration for Mercer Union's public programs
- Support the Curatorial team with research related to exhibitions, public programs and publishing initiatives
- Liaise with artists, guest speakers and writers to prepare promotional materials for exhibitions and programs
- Collaborate with the Curatorial team to edit descriptive texts and didactic materials.
- Support facilitation of public programs and gallery events, both in-person and online through live streams and event recordings



- Provide administrative support for exhibition planning and logistics, including arranging travel, accommodations, artwork shipments, and creating checklists
- Support the review, retrieval and cataloguing of Mercer Union's physical and digital archives, including: artistic, exhibition and programming files; promotional materials; curatorial files and correspondence; and Board of Directors files
- Liaise with external archivists to develop a file management system consistent with Mercer Union's fonds at the Art Gallery of Ontario
- Support the research and development of a detailed organizational history
- Open and close the gallery each day, providing technical and maintenance support for the daily functions of the gallery and exhibitions

Skills and Experience:

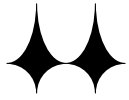
- Meet the requirements of the YCW Program and be a recent graduate of a Post-Secondary Degree in Art History and Museum Studies or a related field. Preference given to candidates with a graduate degree in Archival, Information, and/or Museum Studies
- Demonstrated interest in museum or gallery work, arts administration, archives, and public programming. Knowledge of contemporary art and artist-run culture is an asset
- Experience with physical and/or digital archival operations and information management preferred
- Robust skills in research, writing, and critical thinking
- Strong interpersonal skills with experience collaborating or working productively with others
- Attention to detail and strong organizational skills
- Ability to multitask and manage long and short-term projects
- Demonstrated experience with project management and logistics coordination
- Mac OS proficiencies with Microsoft Office Suite, G Suite, Dropbox. Proficiencies with Adobe Photoshop, Illustrator and InDesign are an asset

Special Requirements: This role involves sedentary and light work, and candidates must be able to sit at a desk for prolonged periods of time, lift boxes up to 20 pounds, and climb on stools and ladders. For more information about accessibility and physical requirements for this position, please contact Theresa Wang, theresa@mercerunion.org.

To Apply:

Eligible individuals are invited to submit a current CV and cover letter. Applications must be submitted by email to jobs@mercerunion.org and received by **29 September 2024**. Late applications, and those that do not include a CV and cover letter, will not be considered. Only applicants selected for interviews will be contacted.

Mercer Union is an equal opportunity employer and is committed to building a skilled and diverse workforce that reflects the communities we serve, and actively works to increase



representation of equity-seeking groups within the arts sector. We promote employment equity and strongly encourage applications from racialized candidates, Indigenous peoples, 2SLGBTQIAP persons, and persons with disabilities. If you identify as a member of these groups, you are invited to voluntarily self-identify.

Mercer Union is committed to fostering a diverse and inclusive work environment and to providing employment accommodation for those who identify as disabled. Please let us know of any accommodation we may provide during the application process. If contacted for an interview, please communicate if you require accommodation.

About the Program Stream:

This position is funded in part through the Young Canada Works at Building Careers in Heritage program, and all applicants must be registered in the YCW candidate pool and meet the current YCW-BCH eligibility criteria.

An individual may be eligible for this internship if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- are legally entitled to work in Canada (have a valid social insurance number);
- are between 16 and 30 years of age inclusively at the start of employment; and
- are a college or university graduate (certificate, bachelor's, master's or doctorate).

Note: Priority will be given to graduates that have not previously participated in YCW internship programs, and that are unemployed or underemployed.

Details: <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html>