



Research and Outreach Assistant Blackwood Gallery, UTM

Employment Opportunity

Program stream:	Young Canada Works – Building Careers in Heritage
Job title:	Research and Outreach Assistant
Organization:	Blackwood Gallery, University of Toronto Mississauga
Job location:	Mississauga (with some remote work)
Length of assignment:	September 15, 2025–March 27, 2026
Hourly wage:	\$30.00
Hours of work:	30 hrs/week
Application deadline:	August 22, 2025

The Blackwood is a contemporary art gallery at the University of Toronto Mississauga campus dedicated to open, public research. The Blackwood 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 is currently seeking a Research and Outreach Assistant. Working closely with the Assistant Curator and Project Coordinator, the Research and Outreach Assistant will support the Blackwood's programming from Fall 2025 to Spring 2026. The incumbent will support curatorial research, educational initiatives, and publishing projects for ongoing and upcoming programming.

The Research and Outreach Assistant will provide support to the Blackwood through program, exhibition, and publishing research, gaining experience with the development of a range of programs and publications, while assisting with day-to-day execution of programs. They will have the opportunity to work closely with gallery staff and arts professionals in contributing to this in-depth research, acquiring communication, collaboration, and project management skills in the process.

The Research and Outreach Assistant will become acquainted with the complex challenges and opportunities present when working with a range of artists, writers, curators, researchers, and other academic and arts professionals. They will learn professional standards of working in an office setting, while contributing to a positive, constructive, and considerate workplace.

Responsibilities

- Support programs, publications, digital initiatives, and future programming directions through curatorial and logistical research, partnership, and audience development
- Contribute to community engagement and outreach plans, identifying new audiences for public programming and proposing new opportunities for reaching current audiences
- Conduct research for long-term programs and partnerships under the direction of the Director/Curator
- Assist in the development of communications materials advertising and promoting gallery programs
- Support gallery publications through writing, proofreading, fact-checking, and website content entry
- Assist in hosting public programs
- Develop social media and website content in support of recent and upcoming programs
- Develop educational packages for diverse audiences, including school groups and university courses

Qualifications

- Recent graduate of an accredited post-secondary institution studying communications, digital media, arts administration, art history, visual arts, curatorial studies, or a related field
- Between ages of 16 and 30 years at the start of employment
- Strong knowledge of and interest in contemporary art in Canada, with familiarity of artistic and curatorial practices and gallery operations
- Strong written and oral communication skills
- Demonstrated ability to work within a team as well as independently
- Strong attention to detail; ability to organize and manage information
- Excellent ability to problem-solve
- Experience working with various publics that represent diverse backgrounds and have different needs and experiences
- Proficiency with Microsoft Office Suite, social media, and other digital platforms. Working knowledge of Adobe Creative Cloud and familiarity with basic HTML, CSS, and Markdown coding an asset
- Previous experience within a gallery, museum, or festival context is an asset.
- Previous research assistance experience is an asset

Eligibility

All applicants must qualify for [Young Canada Works funding](#).

As part of the University of Toronto, the Blackwood Gallery embraces Diversity and is building a culture of belonging that increases our capacity to effectively address and serve the interests of our global community. We strongly encourage applications from Indigenous Peoples, Black and racialized persons, women, persons with disabilities, and people of diverse sexual and gender identities. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission.

For more information about the Blackwood Gallery please visit <http://blackwoodgallery.ca/>.

Young Canada Works can fully or partially reimburse costs for applicants who face barriers to employment. Please contact the gallery (below) to inquire about an accessibility reimbursement.

We thank all candidates for their application; only those selected for an interview will be contacted. Please submit cover letter and resume electronically to:

Fraser McCallum
Interim Assistant Curator
Blackwood Gallery
fraser.mccallum@utoronto.ca

blackwoodgallery.ca
blackwood.gallery@utoronto.ca
(905) 828-3789

University of Toronto Mississauga
3359 Mississauga Road
Mississauga, ON L5L 1C6