



Curatorial Research Assistant Blackwood Gallery, UTM

Employment Opportunity

Program stream:	Young Canada Works in Heritage Organizations
Job title:	Curatorial Research Assistant
Organization:	Blackwood Gallery, University of Toronto Mississauga
Job location:	Mississauga
Hourly wage:	\$21.00
Length of assignment:	May 12–August 29, 2025
Hours of work:	30 hrs/week
Application deadline:	April 25, 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 Curatorial Research Assistant. Working closely with the Assistant Curator and Project Coordinator, the Curatorial Research Assistant will support the Blackwood's current and future programming throughout summer 2025.

The incumbent will support research for future Blackwood Gallery programming currently in development. Their responsibilities include creating artist files, compiling site profiles, and conducting literature reviews to support project execution. They will also assist staff in maintaining a thematic research collection on large-scale collaboration and identifying opportunities for partnerships, outreach, and resource-sharing. This position offers a unique professional experience by providing insight into the working methodologies of multiple leading art organizations, while cultivating knowledge of contemporary artistic practices. The Assistant will acquire skills in communication, collaboration, and project management while working closely with arts professionals in a university gallery setting.

In addition to supporting existing outreach strategies, the candidate will contribute to community engagement plans, identifying new audiences and proposing new opportunities to engage with those audiences. They will provide hands-on support for programs during the summer, assist in hosting events and coordinating community meetings, with a goal of reaching audiences beyond the University of Toronto Mississauga community. This position offers an opportunity for the

incumbent to expand their knowledge of gallery outreach strategies within a mid-sized public gallery, while learning from and working alongside arts professionals in a positive, constructive, and considerate workplace.

Responsibilities

- Support programming research and development of preliminary research materials for upcoming projects, locating and organizing resources, including text and image research.
- Compile interdisciplinary research documents that support publishing and programming outcomes.
- Develop research documents which take stock of existing community resources and assess potential partnerships for upcoming projects.
- Support gallery communications, including website and publishing initiatives.
- Support onsite execution of programs, assisting with audience wayfinding, supporting visiting artists and researchers, supporting staff in event preparations, and addressing other event issues as they arise.
- Assist in academic outreach with faculty teaching courses relevant to upcoming exhibitions.
- Assist in supporting accessibility initiatives.
- Other office, publishing, research, and curatorial assistance, as required.

Qualifications

- Current enrolment as a college, university, or CEGEP student.
- Between ages of 16 and 30 years at the start of employment.
- Strong knowledge of and interest in contemporary art in Canada and internationally, with familiarity of artistic and curatorial practices and gallery operations.
- Strong research skills, including managing, annotating, and synthesizing information.
- Strong written and oral communication skills.
- Excellent time management skills and ability to synthesize information.
- Demonstrated ability to work within a team as well as independently.
- Proficiency with Microsoft Office Suite and Adobe Creative Cloud. Working knowledge of Content Management Systems an asset.
- Previous experience within a gallery or art museum 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:

Karie Liao
Assistant Curator
Blackwood Gallery
karie.liao@utoronto.ca

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

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