

## CURATORIAL PROJECT COORDINATOR

**REPORTS TO: Senior Curator & Manager of Collection; supports the Project Curator.**

**POSITION TYPE: Approximately a six-to-nine-month part-time contract position, (funding provides for 117 days @7hrs per day). The position requires availability for weekends and occasional evenings.**

The Textile Museum of Canada seeks a highly motivated Curatorial Project Coordinator.

The Curatorial Project Coordinator will support the mandate of the Textile Museum of Canada by acting as project coordinator for the *Double Vision* exhibition project centred on three groundbreaking artists from Nunavut—Jessie Oonark (1906 – 1985) and her daughters, Janet Kigusiuq (1926 – 2005) and Victoria Mamnguqsualuk (1930 – 2016)—which shines a light on a highly distinctive art form called nivingajuliat (wall hangings) that developed out of government-sponsored craft programs in the Arctic, beginning with the sewing program in Qamani`tuaq (Baker Lake) established in the 1960s. *Double Vision* is curated by Candice Hopkins and presented in partnership with the Toronto Biennial of Art.

Principle Duties and Responsibilities:

- Coordinate the production of the *Double Vision* exhibition; coordinate contracts and liaise with Project Curator, designers, contractors, advisors, partners, and Indigenous/Inuit community members.
- Support the Project Curator and the programming team in conceptualization and curation, logistical planning, and installation.
- Assist with research, production, catalogue and digital initiatives.
- Coordinate project schedule; ensure project participants are kept on track for deadlines.
- Coordinate communications with advisors and partners setting up meetings, taking minutes.
- Coordinate exhibition loans; prepare loan agreements and organize shipping arrangements.
- Coordinate exhibition didactic materials production; liaise with Project Curator, and translators, designer and printer; and prepare invoices, issue contracts and payment authorizations.
- Assist with planning for filmed interviews with Qamani`tuaq community members.
- Coordinate planning and schedule for touring exhibition; prepare invoices and contracts and organize shipping arrangements.

### Education and Work Experience

Bachelor's degree from accredited college or university required, with coursework in Canadian and Indigenous studies, art history, museum or curatorial studies or related field preferred. Progressive experience in exhibition management or related role within an arts organization, or equivalent experience.

### Qualifications:

- Demonstrated project management experience.
- High level oral and interpersonal communication skills.
- Excellent writing and editing skills.
- Experience with Indigenous community involvement. (Inuit, First Nations, Métis)
- Highly developed organizational and problem-solving skills.

- Ability to work independently and collaboratively.
- Demonstrated track record of delivering results.
- Highly organized multi-tasker who is interested in museum work and likes a fast-paced and creative environment.
- Ability to plan, prioritize and meet deadlines. Excellent time management skills.
- Proficient with Microsoft Office.
- Proven commitment to equity, diversity, and inclusion, and practices of anti-racism and anti-oppression, to contribute to a healthy workplace environment.

***Additional Information:***

This is a part-time flexible contract position not to exceed 819 hours. The position requires a commitment of no less than 20 hours per week and availability for weekends and occasional evenings. Hourly rate: \$20. This exhibition and the position are supported by The Museums Assistance Program of the Department of Canadian Heritage.

***How to Apply:***

Qualified candidates should email their cover letter and resume as a single document attachment to [hrsearch@textilemuseum.ca](mailto:hrsearch@textilemuseum.ca) by **end of day on October 7, 2021**. The email subject line should read <title of position applied for> <followed by applicant's last name>.

Kindly note that we will accept no phone calls. We thank all applicants for their interest but advise that only those selected for an interview will be contacted.

The Textile Museum of Canada maintains a Board of Trustees approved Anti-Racism, Access, and Equity Policy. Respect, accountability, and a generous manner towards other staff, volunteers, and the general public are requirements for all staff. We encourage all candidates who meet the eligibility criteria to apply, however in keeping with the Museum's equity goals, we will prioritize those candidates who have lived experience of disability, BIPOC candidates, and/or 2SLGBTQIAP+ candidates. Candidates are encouraged to self-identify in their cover letters.

***About the Textile Museum of Canada***

Established in 1975, the Textile Museum of Canada has established itself as a vibrant cultural place that promotes community engagement through our programs and services. As the only national museum in Canada exclusively dedicated to the study and presentation of textiles from cultures around the world, we occupy a unique position among other leading cultural institutions in the country. The universality of textiles is at the heart of our work and provides the stimulus and opportunity to engage communities around us as well as thousands of national and international visitors. The Textile Museum's main activities focus on the exhibition, collection, conservation and research of art, craft and design from around the world. Through our artistic and educational programs, delivered in both physical and virtual forms, we build on a long history of connecting creativity, cultures, and human histories through the materials of everyday lives.