

PROJECT ASSISTANT – CURATION & COMMUNITY OUTREACH

REPORTS TO: Senior Curator & Manager of Collection; Curatorial Director

POSITION TYPE: Eighteen-week full-time contract position (funding provides for 90 days @ 7hrs per day). The position requires availability for weekends and occasional evenings.

PHYSICAL REQUIREMENTS/SKILLS: Have experience and the ability to lift and handle art objects of various shapes and sizes.

SALARY: \$16/hr

The Textile Museum of Canada seeks a highly motivated Project Assistant to support Curatorial and Community Outreach activities.

The Project Assistant – Curation and Community Outreach will support the mandate of the Textile Museum of Canada by assisting with an outreach project with an aim towards developing a strategic plan for the Museum's permanent collection of over 15,000 textiles. They will also participate in the administration of the 2021-2022 Melissa Levin Emerging Artist Award (MLEAA) and gain experience with a juried awards competition.

Principal duties and responsibilities include the following:

- Supporting the Senior Curator, Manager of Collections in facilitating community outreach sessions with a professional consultant
- Supporting the Curatorial Director in the juried selection process for the Melissa Levin Emerging Artist Award
- Updating and maintaining the Textile Museum of Canada's collections database
- Maintaining and updating database manual
- Developing materials meant to accompany travelling exhibitions and loaned objects from the collection
- Help with object installation as needed

Education and Work Experience:

A post-secondary degree or equivalent work experience in Indigenous studies, art history, museum or curatorial studies or related field preferred. Progressive experience in community outreach or related role within an arts organization, or equivalent experience.

Qualifications:

- Excellent communications, interpersonal, and analytical skills
- Superior verbal and written skills are mandatory, as well as organizational and copy-editing skills, attention to detail, and ability to be self-motivated and disciplined
- Highly proficient with MS Office Suite, and competent use of museum databases (Mimsy or similar).
- Basic understanding of non-profit sector required

- Self-motivated, with the ability to problem solve independently and manage workflows and deadlines without direct supervision
- Attention to detail, adaptability, multi-tasking, and time-management
- Smart Serve, First Aid and CPR certificates are assets

Core competencies:

- Works well with others and promotes collaboration across the Museum.
- Thinks creatively and strives to deliver the best possible results.
- Fosters a culture of inclusion and a commitment to equity, diversity, and inclusion.

Additional Information:

This position will provide opportunities to work on-site at the Museum, as well as remotely, as determined by supervisors. Please note: this position is funded by the YCW BCH program; an individual may be eligible for an 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;
- are between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) while employed with the program;
- are unemployed or underemployed;
- are a college or university graduate; and
- are not receiving Employment Insurance (EI) benefits while employed with the program.

Note: Priority will be given to graduates that have not previously participated in YCW internship programs.

How to Apply:

Qualified candidates should submit a full application through the Young Canada Works online portal OR email their cover letter and resume as a single document attachment to hrsearch@textilemuseum.ca by the end of the day on November 12, 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 invite all candidates who meet the eligibility criteria to apply, however in keeping with the Museum's equity goals, we encourage applications from 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.