

POSTING: Collections Assistant

Term: 8 weeks, 4 days a week

Compensation: \$20/hr

Schedule: 9:30 AM – 5:30 PM, Tuesday – Friday

Location: Hybrid

Start Date: May 2026

About the Museum

The Textile Museum of Canada is the largest museum in the country dedicated to textile arts. Our mission is to ignite creativity, inspire wonder, and spark conversation through the global stories woven into our collection and contemporary exhibitions.

Position Overview

Reporting to the Senior Curator and Manager of Collection, the Collections Assistant will support with managing the Museum's permanent collection. This internship offers direct exposure to collection management processes, research, programming strategy, and cross-departmental collaboration.

Key Responsibilities

- Conducting inventory of the museum's collection
- Assisting with condition reports and labeling
- Managing and organizing collection-related files (acquisition and location records)
- Supporting storage maintenance and care of artworks/artifacts
- Develop social media content for the marketing team via blog, video, and static image posts
- Research and conduct outreach for community engagement components of collection research and archiving
- Use the Museum's database (Mimsy) to gather object data for curatorial planning
- Assist with collection visits, retrieving and shelving collection objects
- Assist with organizing collection management files: scanning, disposing of old files

Preferred Skills & Qualifications

- Interest in collection practices, material culture, or contemporary art
- Knowledge of cataloguing or preservative conservation

- Strong research and writing skills
- Detail-oriented with excellent organizational habits
- Comfortable with outreach and professional communication
- Familiarity with collections database systems (experience with Mimsy is an advantage)
- Comfortable working both independently and as part of a team
- Studying or recently graduated in Art History, Museum Studies, Indigenous Studies, or a related field
- Strong commitment to equity, diversity, inclusion, and community-focused museum practice

Eligibility

This position is funded by the Government of Canada through the Canada Summer Jobs (CSJ) program. To be eligible, applicants must:

- Be between 15 and 30 years of age
- Be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Be legally entitled to work in Canada
- Have a valid Social Insurance Number (SIN)

How to Apply

Please send the following to hrsearch@textilemuseum.ca with the subject line

Collections Assistant Application - [YOUR NAME]:

- Letter of Interest
- Resume
- Optional: Writing sample or project example related to collections work

Applications will be reviewed on a rolling basis until April 26, 2026.