

POSTING: Curatorial Assistant

Term: 8 weeks, 4 days a week

Compensation: \$20/hr

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

Location: Onsite, Toronto, ON

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 Curator and Manager of Exhibitions, the Curatorial Assistant will support with the research, planning, and delivery of upcoming exhibitions. This internship offers direct exposure to exhibition development processes, collections research, programming strategy, and cross-departmental collaboration.

Key Responsibilities

- Maintain and update artwork and object lists for upcoming exhibitions
- Assist with drafting interpretive labels (Level A and extended text) for exhibitions
- Support shipping coordination by researching shipping rates and preparing logistics information (under supervision)
- Conduct curatorial outreach, including contacting artists, lenders, and community partners
- Participate in exhibition planning meetings to observe and contribute to curatorial decision-making
- Assist with installation of upcoming exhibitions, including object placement, label application, and in-house material prep
- Research and conduct outreach for community engagement components of exhibitions
- Use the Museum's database (Mimsy) to gather object data for curatorial planning
- Contribute to exhibition-related programming and visitor experience strategy
- Draft social media captions related to the collection, with opportunity for more and potential collaboration on digital content (e.g., short-form video)

Preferred Skills & Qualifications

- Interest in curatorial practice, material culture, or contemporary art
- 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 asset)
- Comfortable working both independently and as part of a team
- Studying or recently graduated in Curatorial Studies, 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 submit the following to hrsearch@textilemuseum.ca with the subject line

Curatorial Assistant Application - [YOUR NAME]:

- Letter of Interest
- Resume
- Highly recommended: Writing sample or project example related to curatorial work

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