textile museum
OF CANADA

Textile Museum of Canada
55 Centre Avenue
Toronto, Ontario
M5G 2H5

Job Title: Conservation and Collection Assistant
Location: 55 Centre Ave, Toronto
Schedule: 9:30 AM–5:30 PM (21 hrs/week); Wednesday - Friday
Compensation: $35/hr
Contract Term: Oct 7th 2026 – March 31st 2027 (up to 540 Hours)
Funding: Young Canada Works

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 Conservation and Collections Assistant will support with managing the Museum's permanent collection. This internship offers direct exposure to collection management and conservation processes, research, programming strategy, and cross-departmental collaboration.

Key Responsibilities
- Assisting with condition reports and object 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 update collection records and 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

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- Knowledge of cataloguing and preventative 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 Young Canada Works at Building Careers in Heritage. To be eligible, applicants must be:

- be a Canadian citizen or a permanent resident, or have refugee status in Canada; Note: Non-Canadian graduates holding temporary work visas or awaiting permanent resident status are not eligible.
- be legally entitled to work in Canada (have a valid social insurance number);
- be between 16 and 30 years of age inclusively at the start of employment;
- be a graduate from college, CEGEP or university; and
- be registered in the YCW online candidate inventory.

Note: Priority will be given to graduates that have not previously participated in YCW internship programs and that are unemployed or underemployed.

Work Environment:

This role will require you to be onsite three days a week, 9:30 AM–5:30 PM, with occasional remote hours permitted. Occasional additional and weekend hours for special events may be scheduled in advance.

Our Commitment to Equity:

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The Textile Museum of Canada is building an inclusive future for the arts. We are proud to be an equal opportunity employer and strongly encourage candidates from equity-deserving communities to apply. We value lived experience, cultural knowledge, and non-traditional career pathways as meaningful forms of expertise. If you require accommodation during the hiring process, please let us know—we're committed to ensuring equitable access for all applicants.

How to Apply:

- Visit the Young Canada Works login page;
- Create an account by clicking on the "Sign up" link, then complete and submit a candidate profile;
- Browse job opportunities via the "Search for a job" link in their account
- Express their interest in a position by clicking on the job title and then on "Express interest in this job."

Applications will be accepted until September 24th 2026.