



**Collections Assistant – Summer Student
Tom Thomson Art Gallery
Job Posting # 2024-13
Closing Date: open until filled**

The Tom Thomson Art Gallery is seeking a Collection Assistant to support the Gallery's Collections Team with all facets of managing and caring for a public art collection of national significance in the day-to-day operation of an active curatorial and outreach department within a busy regional art gallery.

The TOM has a nationally significant collection of historic and Canadian art comprised of approximately 2,600 works. Most of the Gallery's collection is in storage. The Collection Assistant will play a key role by assisting the senior Collection and Curatorial staff in the preparation and planning for the move of a significant part of the Collection to temporary storage pending the replacement of the Gallery's Heating, Ventilation and Air Conditioning system.

The Collections Assistant will assist with mounting the Gallery's summer exhibitions and have the opportunity to research, curate and install a small exhibition featuring works from the Gallery's Collection.



This is a great opportunity to work with and learn about Collections Management in a professional museum setting and to experience working in one of Ontario's best

regional public art galleries. The Collection Assistant will gain an understanding of time and resource management and experience with the Past Perfect software program – a national museum standard and highly marketable employment skill, to be part of a major art collections project in which the Assistant will gain highly marketable skills for future museum-related employment.

Duties include:

- Assisting with the preparation and installation of the Gallery's summer exhibitions, supporting the Assistant Curator and guest artists in all facets of mounting an exhibition including: preparation of spaces, moving of artworks, unpacking artworks, drafting condition reports, updating entries into the Past Perfect Art Collection Database, installation of artworks, creating labels, extended labels, exhibition booklets and promotional materials, preparing shipping and receiving documents as necessary.
- The development of a small exhibition of collection works, including: drafting a curatorial statement, researching and choosing works, preparing the display space, creating supporting documents such as labels, extended labels, and promotional material, and updating the Past Perfect Art Collection database.
- The development of weekly digital content to promote the Gallery's significant Collection through social media platforms, newsletters, and website.
- Supporting the Assistant Curator/ Curator of Collections in the development of a plan to move a significant part of the Collection into a specifically designated temporary storage area, that will include layout/schematics, timelines, confirmation of dimensions and conditions, plus supporting the day-to-day operations of the Collections Team during the planning stage.

The successful candidate should meet the following criteria:

- has studied or is studying within the disciplines of education, art, art history, arts administration or museum studies
- has related art or museum collection experience
- possesses excellent written and oral communication skills;
- has strong interpersonal skills, for communicating with diverse audiences
- has strong organizational and time management skills, and the ability to multi-task while paying attention to detail
- has the ability to work independently and as part of a team on multiple projects simultaneously
- has competency in using Microsoft Office (Word, Publisher, Outlook, Excel), social media, cameras, databases

This is a full-time (35 hours/week), contract position running May 14 to August 31, 2024, with day, evening and weekend shifts required. The successful candidate will be paid a rate of \$16.55 per hour.

This position is dependent upon funding through Young Canada Works. Applicants must confirm that they meet the requirement for funding to be considered for these positions.

Program Participants must:

- be a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- are legally entitled to work in Canada (have a valid social insurance number);
- are between 16 and 30 years of age inclusively at the start of employment; and
- are a high school, college, CEGEP or university student.

Note: Priority will be given to students who have not previously participated in the YCWHO employment program.

The Tom Thomson Art Gallery is a public art gallery located in Owen Sound, Ontario. The Gallery is dedicated to presenting and exploring contemporary and historical art through exhibitions and public programming. The City of Owen Sound is located on the southern shore of Georgian Bay in a valley below the limestone cliffs of the Niagara Escarpment. It lies at the foot of the Bruce Peninsula, famous for its exceptional geography. Known as the Scenic City, Owen Sound features an expansive harbour and bay, winding rivers, tree-lined streets, extensive parks and trails and a thriving, historic downtown. Once named a Cultural Capital of Canada, Owen Sound has a vibrant and dynamic arts community.

To explore this opportunity further, submit your resume and cover letter referencing job number 2024-13 to:

Human Resources Department
hrijobposting@owensound.ca

The City of Owen Sound is proud to be an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We will accommodate the needs of qualified applicants under the Human Rights Code and the Accessibility for Ontarians Disabilities Act, in all aspects of the hiring process, upon request. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.