



## Curatorial + Collections Assistant

Full Time (35 hours/week) – 6 month position

Wage: \$20/hour

Application deadline: September 20, 2020

The Robert McLaughlin Gallery is seeking a highly motivated and eager Curatorial + Collections Assistant to join a hardworking and passionate team for a six-month contract.

We are looking for a thoughtful and collaborative individual to work with our Curatorial team on a number of special projects including preventative conservation work, research and support for our upcoming exhibitions, collections management, and online programming. The Curatorial + Collections Assistant will gain valuable experience, fully participate in the work of the department, and be provided hands-on learning opportunities.

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### About the RMG:

A vibrant, engaging public art museum located in Oshawa's civic centre, The Robert McLaughlin Gallery (RMG) is the largest gallery in Durham Region. Our inspired 40,000 square foot building was designed by architect Arthur Erickson, and our Permanent Collection holds over 4700 works of national significance.

We present over 20 exhibitions annually and offer dynamic public and educational programs, including a wide array of digital offerings. We believe artists are essential navigators of our complex times and we work to mobilize our communities around inclusivity, equity and cultural exchange.

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### Responsibilities:

- Create and support digital programming initiatives
- Support collections management projects such as cataloguing, care of collections, database maintenance, and acquisitions
- Support research for upcoming exhibitions and programming
- Coordinate shipping and loan requests
- Draft and edit curatorial texts including extended labels and exhibition copy
- Assist with current preventative conservation projects
- Digitize works from the permanent collection
- Maintain and expand the collections database including artist and copyright research
- Support and develop exhibition-based community outreach and programs
- Assist with installation and lighting for exhibition changeovers
- Assist with matting and framing projects
- Assist with day-to-day operations of the curatorial department and other tasks as required



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Qualifications:

- A post-secondary degree in art, art history, design, theory or related field (requirement of YCW funding)
- Interest and knowledge of contemporary, modern and historic Canadian and Indigenous art
- Experience working within the arts + culture sector or related equivalent experience
- Experience handling and working with art objects
- Ability to remain calm, work in a fast paced environment, and interface effectively and with empathy with members of the team and public
- Act as a team player who works well with others and shows courtesy and respect to colleagues
- Excellent written, administrative, research and organizational skills
- Experience working with Word, Excel, and Microsoft Outlook
- Collaborative and able to work effectively in a team environment as well as independently
- Able to plan, prioritize, schedule and implement overlapping projects to ensure timely completion
- Commitment and desire to further equity-based practices
- Knowledge of arts databases and conservation standards are an asset
- Able to commit to the full term of employment

Working Conditions:

- Full-time hours typically Monday to Friday, occasional evenings and weekends
- Some projects will require onsite work and will require being at the gallery, while others will be more flexible and provide opportunities to work from home, if desired.
- Some heavy lifting, set-up and movement of objects
- Comfortable working from heights
- Able to sit at a desk for extended periods
- Comfortable standing for an extended period, if necessary

The Robert McLaughlin Gallery is an equal opportunity employer and encourages applications from qualified candidates from visible and invisible minority group members, women, Indigenous persons, persons with disabilities, persons across the spectrum of sexual orientation and gender identities and others with the skills and knowledge to productively engage with diverse communities. We are committed to hiring on merit and to removing barriers in employment policies. Should you require accommodation during the interview process, please let us know and we will work you to meet your needs.



The  
Robert  
McLaughlin  
Gallery

**To apply please forward your cover letter and resume to [communications@rmg.on.ca](mailto:communications@rmg.on.ca) in a single PDF document. Please note that we will only reply to candidates selected for consideration and interview. Thank you for your interest in joining us at the RMG!**

Please note: This position is funded through the Canadian Heritage Young Canada Works at Building Careers in Heritage (YCW-BCH) program and candidate eligibility is stipulated by Young Canada Works graduate grant guidelines (<https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html>). Candidates must also register online through the YCW website.