

Call for Applications: TD Assistant Curator

The Robert McLaughlin Gallery (RMG) is a leading public art gallery dedicated to modern and contemporary Canadian art. Located in Oshawa, it is the largest gallery between Toronto and Kingston and plays a key role in shaping the cultural landscape of the region. The RMG presents ambitious exhibitions, supports experimental practices, and produces critical writing and publications that reflect and respond to the ideas of our time. With a focus on emerging and mid-career artists, the gallery fosters artistic risk-taking and curatorial innovation, offering space for new and challenging work across all media. Through its exhibitions, commissions, and offsite projects, the RMG contributes to national conversations in contemporary art and expands the visibility of Canadian artists both locally and beyond.

We are currently looking to hire a highly motivated and creative **TD Curatorial Assistant** with strong research and communication skills to support our curatorial vision, programming and collaborations.

This two-year contract (fall 2025 to fall 2027) supports The RMG's goal to foster greater career opportunities within the field of contemporary art by providing an emerging curator with meaningful work experience in a public gallery setting. The successful candidate will be fully integrated into all areas of the organization and will gain insight into the operations of a major Canadian public art institution. This position offers hands-on experience working closely with the curatorial team, contributing to exhibition research and development, as well as supporting ongoing administrative and programmatic work. Additionally, the curator will have the opportunity to research and develop a major exhibition to be presented at the RMG in 2028.

The RMG is committed to diversity, equity, and inclusion. This opportunity aims to remove barriers to skill development for people who have historically had limited access to these experiences, including those from underrepresented communities and individuals with non-traditional or unconventional career paths. We welcome applications from candidates of all backgrounds. Priority will be given to applicants who identify as Black, Indigenous, or People of Colour (BIPOC), as well as others from other equity-deserving groups.

Position Title: TD Assistant Curator

Reporting to: Senior Curator

Type of Employment: Contract, 2 years in duration, starting in November 2025

Hours of Work: 35 hours per week

Compensation: Annual salary of \$47,500

Location: Oshawa. A hybrid work arrangement of on-site and remote work is currently in place, subject to change based on organizational need

Duties:

- Support all phases of exhibition development including research, workflow, lender and artist relations, publication rights and reproductions, writing exhibition-related texts, liaising with artists, curators, gallerists, and collectors/lenders, floor plan development, installation, documentation and development of public programs related to exhibitions.
- Coordinate shipping and loan requests
- Answer research requests and provide support to visiting scholars and researchers
- Coordinate all aspects of a major public art commission in collaboration with Senior Curator
- Negotiate loans and agreements with galleries, collectors, artists, and other institutions.
- Provide assistance with touring exhibitions and publications.
- Build relationships with diverse community groups and foster new partnership and outreach initiatives
- Support collections management projects such as cataloguing, care of collections, database maintenance, acquisitions, and preventative conservation efforts
- Help prepare presentations for staff, board and acquisitions committee meetings
- Prepare detailed notes on exhibitions for Visitor Engagement Assistants and lead tours of exhibitions for special-interest groups and the public
- Attend regular curatorial meetings, take minutes and be responsible for following up with action items.

- Perform general administrative duties associated with the curatorial department, including coordinating contracts, shipping, travel, schedules, and correspondence for exhibitions and public programs.

Requirements:

- B.A. (min) or M.A. degree in art history, art criticism, museum studies, curatorial practice or a related field.
- Deep knowledge of contemporary art in Canada and abroad.
- Effective communication skills (written and oral).
- Experience handling and working with art objects.
- Excellent research skills with high level of critical/logical and creative/innovative thinking, coupled with demonstrated experience writing, copy-editing, proof-reading.
- Proficiency in French (reading, written and oral) or other languages is an asset.
- Computer proficiency (Microsoft and Apple) required; knowledge of web CMS, basic audio/photo/video editing is desirable, as is familiarity with Sketchup
- An energetic, self-motivated, results-oriented attitude.
- A strong work ethic and the ability to perform in a fast-paced environment with multiple projects on the go and with varying deadlines.
- Must be legally eligible to work in Canada. Non-Canadian applicants must have a valid employment Visa and proper documentation authorizing their ability to work in Canada for the full duration of the contract.

How to Apply:

The RMG is committed to diversity and inclusiveness. We encourage qualified applicants from all backgrounds to apply. BIPOC candidates will receive priority consideration.

Acceptable applications must include the following in a single PDF:

1. A letter (maximum 2 pages) describing the applicant's interest in the position, experience curating exhibitions, and what they hope to learn.
2. A CV (maximum 3 pages).
3. Three references (with contact information).

4. Two writing samples (maximum 8 pages each) such as academic writing, original criticism or art-related writing sample.

Qualified applicants are encouraged to apply by contacting ltimmins@rmg.on.ca by no later than **September 28, 2025**. Please quote *TD Curatorial Assistant* in the subject line of your application.

Presented by:



**TD READY
COMMITMENT**