TD Ready Commitment – "Connected Communities"

Position Title: TD Curatorial Assistant
Reporting to: Senior Curator
Type of Employment: Contract, 1 year in duration, starting in January 2027 (flexible)
Hours of Work: 35 hours per week – Monday to Friday 9am to 5pm
Compensation: Annual salary of $47,500
Location: Oshawa, Ontario

Job Description:

Located in downtown Oshawa, **The Robert McLaughlin Gallery (RMG)** is the largest public art gallery in the rapidly growing Durham Region which is home to more than 750,000 people. The RMG proudly holds Canada's largest collection of works by Painters Eleven, including artists such as Jack Bush, Alexandra Luke, J.W.G. ("Jock") Macdonald, Harold Town, and others. Today, the RMG collection of more than 4,700 works, with a focus on telling the continuing story of Canadian abstraction. The RMG believes that art cultivates caring communities. As an artist-centered and community oriented public art gallery, the RMG brings people from diverse backgrounds together to engage with art that inspires new perspectives, generates meaningful conversations, and creates a sense of belonging. Building relationships with diverse artists and communities through art, the RMG works in collaboration with artists, partners, and audiences to present dynamic and inspiring collections, exhibitions, and programs in an inclusive and equitable environment. The RMG's mission, vision and values are outlined here: https://rmg.on.ca/about/vision-mission/.

We are currently looking to bring on board a motivated, imaginative **TD Assistant Curator** with strong research and communication skills to support our curatorial vision, efforts and collaborations.

This one-year position (flexible start of 2027) supports The RMG's goal to encourage greater career opportunities within the public gallery field, providing an emerging curator with meaningful work experience in a professional environment. The incumbent will be fully integrated into all areas of the organization, with full access to the operations of a major Canadian public gallery. Through this program, the RMG aims to contribute, nurture, and foster the careers of up-and-coming Black, Indigenous, and People of Colour Canadian curators. As such, Black, Indigenous, and People of Colour candidates will receive priority consideration. This position affords potential candidates the opportunity to get hands-on experience working closely with curatorial and education team at the RMG. The one-year project will culminate in the opportunity to curate a solo project with the RMG Team mentoring as well as support collection management initiatives. The RMG will provide the resources and support to curate an exhibition, provide care of collections and manage public programming.

Due to the one-year opportunity RMG is seeking candidates that live in the immediate GTA or within traveling distance for commute. The position is hybrid, with 3 days required onsite.

Duties:

- Curate a Permanent Collection exhibition, participating in all phases of exhibition development including exhibition proposal, research, framing, condition reporting, design, writing didactics and extended labels, and installation.
- Work closely and mentored by the Senior Curator, Curator of Collections, Associate Curator, Preparator, and Education + Communications teams to learn about and participate in all the diverse facets of curatorial work in a contemporary art gallery with a permanent collection.
- Support collections management including acquisition reports, database maintenance, registration, cataloguing, vault organization and preventative care and handling.
- Learn and lead public programming for exhibitions and community engagement.
- Utilize the RMG's archives and library to support research requests from curators, artists, colleagues and academics.
- Assist with other departmental needs, including exhibition production, installations, preparation for Visitor Engagement Assistants and staff exhibition presentations, and leading exhibition tours.
- Attend exhibition meetings, record minutes, and follow up on assigned action items.
- Support curatorial projects and other duties as required.

Requirements:

We recognize and support that knowledge and expertise developed through many unique pathways, including formal education, professional practice, community-based work, mentorship, independent study, and lived and cultural experience. A graduate or undergraduate degree is not required. We welcome applicants with non-traditional backgrounds who can demonstrate the following qualifications:

- Knowledge and experience relevant to art history, art criticism, museum studies, curatorial practice, or a related field, developed through education, work, community involvement, or a combination of these. Example of academic pathway to this knowledge: M.A. degree in art history, art criticism, museum studies or curatorial practice.
- Knowledge of Canadian art, which may include specialized knowledge grounded in communities, cultural traditions, artistic practices, or regions.
- Written and oral communication skills, with the ability to connect with community audiences.
- Research skills, critical thinking, and creative approaches to developing and interpreting ideas, along with experience or interest in writing, copy-editing, and proofreading.
- Experience tracking budgets and monitoring project expenses.

- Ability to use common office software and learn new digital tools. Familiarity with web content management systems, basic audio, photo or video editing, and SketchUp is an asset.
- Initiative, curiosity, and the ability to work independently and collaboratively.
- Ability and to organize multiple projects, manage competing priorities, and meet deadlines.
- Legal authorization to work in Canada for the duration of the contract.

RMG Team is committed to developing the next generation of cultural producers. Therefore, we encourage you to apply even if you feel that you do not meet every qualification. Please use your application to show how your experience, knowledge, and skills would contribute to this role.

How to Apply:
The RMG is committed to diversity and inclusiveness. We encourage qualified applicants from all backgrounds to apply. Black, Indigenous, and People of Colour candidates will receive priority consideration.

Acceptable applications must include the following in a **single PDF**:

1. A letter (maximum 1-2 pages) describing the applicant's interest in the position, experience curating exhibitions, and what they hope to learn.
2. A CV (maximum 3 pages) or a 1 page highlighting a specific project that is connected to curating, collection management or community leadership in the art, culture, heritage arena.
3. Three references (with contact information, phone, email)
4. Two writing samples (maximum 8 pages each) such as academic writing, original criticism or alternative writing sample.

The RMG is committed to an accessible and equitable recruitment process. The RMG's Equity Policy is available on our website. Accommodation is available on request throughout the application, assessment, and selection process. Please contact Rose Rockbrune, rrockbrune@rmg.on.ca, to discuss the support you require.
Qualified applicants are encouraged to apply by contacting sjones@rmg.on.ca by no later than **November 15 by 11pm, 2025**. Please quote *TD Curatorial Assistant* in the subject line of your application. Interviews will be held virtually during gallery office hours, throughout November 23, 24, 25.

The TD Assistant Curator position is made possible through the generous support of TD Bank Group.