

# CAREER LAUNCHER: CURATORIAL ASSISTANT

## OPPORTUNITY DESCRIPTION

The Toronto Biennial of Art (TBA) is accepting applications for a full-time position of Curatorial Assistant. An ideal candidate must have a view to inclusivity and diversity, building capacity and changing the landscape of future Canadian leaders in arts and culture. The Curatorial Intern will gain significant, hands-on curatorial experience through numerous training and learning opportunities with the Senior Curator and Curator, as well as with the broader TBA team; and cross-departmental exposure to all aspects of the biennial, including logistics, production, publications, finance, communication, partnerships, and fundraising.

On view from September–December 2019, the Toronto Biennial of Art, launching in fall 2019, will be Canada's newest biennial of contemporary art. Taking place along the waterfront in unexpected venues and public spaces and in collaboration with not-for-profit galleries, museums, community organizations, and educational institutions across the city, the Biennial will present Canadian and international art within the complex creative, cultural, social, and political context of Toronto.

## ROLES AND RESPONSIBILITIES

- Supporting the curatorial team in all aspects of their projects, including: conception, research, implementation, programming, artists visits, etc.
- Supporting the education team with programming when relevant and as needed.
- Conducting curatorial research for the curatorial team.
- Supporting artists directly in the implementation of their projects as needed.
- Assisting with welcoming artists to Toronto: on-boarding, welcome package, navigating the city, etc.
- Providing production and coordination support to the curatorial and production teams as needed: installation and striking, contractor prep and coordination, equipment research, etc.
- Providing administrative support to the curatorial team and managing daily tasks as they arise, as well as acting as an advocate for and providing tours of the Biennial.
- Assisting all aspects of TBA events: preparation, setup, strike down, post-event reports, and etc.
- Acting as an advocate for and providing tours of the Biennial.
- Numerous training and learning opportunities with the Senior Curator and Curator, as well as with the broader TBA team.
- Cross - departmental exposure to all aspects of the biennial, including logistics, production, publications, finance, communication, partnerships, and fundraising.

**RATE:** \$16.5/ hour for 35 hours/ week

**TERM:** Full-time, January -December 2019

**DEADLINE:** Thursday, November 22, 2018



## TORONTO BIENNIAL OF ART

<http://torontobiennial.org>

## QUALIFICATIONS

- Must have graduated from OCADU in 2017 or 2018.
- Master's degree or equivalent experience in curatorial, museum studies, or related fields.
- Demonstrated understanding of digital communications and marketing platforms.
- Strong communication skills, both oral and written
- Demonstrated organization and project management skills
- Required: MAC OS; Microsoft OS; Microsoft Office Suite; Adobe Creative Suite; email.
- Assets: Sketchup; languages spoken other than English; ability to manage engaging visual content for digital platforms, including websites, video and social media; Driver's Licence.

## SUBMISSION REQUIREMENTS

- Full contact information (Name, phone, and email), a confirmation of eligibility and a current CV
- A cover letter outlining interest and relevant background

## SUBMISSION INSTRUCTION

Please submit all written components in one (1) PDF to the attention of Tak Pham [tpham@ocadu.ca](mailto:tpham@ocadu.ca)

*Toronto Biennial of Art is an equal opportunity employer and is committed to diversity and inclusiveness in all of our work. We work proactively to be fair and equitable in practice and to build diversity into our teams, creative communities, and programs.*

*In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to Toronto Biennial of Art.*

## CONTACT

### Tak Pham

Special Project Coordinator,

Career Launchers

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[ocadu.ca/careerdevelopment](http://ocadu.ca/careerdevelopment)

Find an archive of past initiatives here:

[careerlaunchers.format.com](http://careerlaunchers.format.com)

