



art gallery of sudbury
galerie d'art de sudbury

Indigenous Art Intern - Curatorial Special Project (Phase I – Research and Design)

Art Gallery of Sudbury | Galerie d'art de Sudbury

Sudbury, Ontario

Application Deadline:	July 13, 2018 @ 5:00 pm
Start Date:	August 13, 2018
End Date:	December 31, 2018
Intern Allowance:	\$525/week x 20 weeks
Training and Research Support:	\$2,700

Mandate

The Art Gallery of Sudbury | Galerie d'art de Sudbury actively contributes to our audiences' understanding, knowledge and appreciation in the visual, plastic and media arts, graphic arts, design, and crafts in all material forms. We are the only public art gallery in the District of Sudbury, a geographic area covering 40,000 square kilometres. Our service vision extends through the City of Greater Sudbury and the District of Sudbury to the vast geography of Northeastern Ontario, extending (east-west) roughly from North Bay west to Algoma, and (north-south) from Folyet to La Cloche to the District of Parry Sound. We are dedicated to curatorial excellence in all of our activities, which include exhibiting, collecting, preserving and interpreting contemporary and historical visual art for the citizens and visitors of the Greater Sudbury area and of Northeastern Ontario.

Job Summary

The Indigenous Art Intern (Curatorial Special Project) is a member of the Curatorial, Collections, and Education Departments. The successful candidate reports to the Director | Curator and Curator Alternate | Collections Manager. This position is responsible for researching and designing one special project focusing on Indigenous art and culture using the Gallery's resources including the permanent collection and exhibition history as needed. It is required that the Indigenous Art Intern (Curatorial Special Project) has a background in gallery, museum, archival, or library studies and is cognisant of Category-A museum facility standards and adheres to advanced museum protocols throughout the project.

Candidate Criteria (Art Gallery of Sudbury | Galerie d'art de Sudbury)

- This position is open to Canadian applicants who self-identify as Indigenous

Candidate Criteria (Young Canada Works)

- Between 16 and 30 years of age at the start of employment
- A recent graduate who has graduated from college or university within the last 24 months at the start of employment
- Unemployed or underemployed college or university graduate that is, not employed full-time
- Have not previously participated in or been paid under this or any other Career Focus internship program funded under the Government of Canada's Youth Employment Strategy
- Are willing to commit to the full duration of the work assignment
- Will not have another full-time job (over 30 hours a week) while employed with the program
- Are not receiving Employment Insurance (EI) benefits while employed with the program;
- Are legally entitled to work in Canada
- Are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible)

Duties	
40%	Research <ul style="list-style-type: none"> • Internal resources (permanent collection database, exhibition history) • External resources (libraries, archives, online databases, other) • Artist research, artist studio visits • Networking with curators, scholars, artists, and colleagues • Community outreach (First Nations, friendship centres, cultural centres, other) • Photo documentation • Reporting
40%	Design <ul style="list-style-type: none"> • Producing project abstract and timeline • Developing a budget • Producing text • Editing • Translation requirements as needed • Managing project details • Consulting with Marketing team to develop project support materials and communication strategies (print, digital) • Community engagement activities (talks, special events, public programming)
10%	Administration <ul style="list-style-type: none"> • Scheduling internal and external meetings • Coordinating and budgeting travel and accommodation • Budgeting • Managing project timelines and meetings with internal and external partners
10%	Other <ul style="list-style-type: none"> • Granting and fundraising for Phase II – Development and Implementation • Reporting to supervisors on project development • Other duties as they arise throughout the project

Project Timeline	
July 13, 2018	Application Deadline
July 23 – 24, 2018	Interviews
July 27, 2018	Interview Results
August 13, 2018	First Day
August 14 – 17, 2018	Orientation/Introduction to PastPerfect database
August – November 2018	Research
December 2018	Option to write final report offsite
December 11, 2018	Final Report Deadline
December 31, 2018	Last Day

Business Skills

- Experience using museum databases
- Research experience
- Excellent written and verbal communication skills
- Project management skills and experience with time-sensitive projects
- Demonstrates planning and scheduling skills
- Exceptional organizational skills, problem-solving skills and attention to detail
- Ability to multifunction, work under pressure and meet multiple deadlines

Technical Skills

- Art handling
- Conducting and recording interviews
- Art gallery, museum, archival or library skills including art and artifact handling, research, documentation, and analysis
- Confidence planning and producing thorough research and project report
- Proficiency in Microsoft Office
- Ability to use Adobe Suites programs

Interpersonal/People Management Skills

- Excellent interpersonal skills, including experience with teamwork
- Strong written and spoken communication skills
- Maintain positive relationships with curators, artists, community partners
- Works independently, providing project updates with written weekly reports
- Ability to represent the organization's mission, mandate, and objectives in a positive and meaningful manner

Working Conditions, Special Conditions of Employment

- Able to work flexible working hours when necessary, including weekends and after-hours work
- Willing to travel offsite, with some overnight stays

Accessibility Restrictions

The Art Gallery of Sudbury | Galerie d'art de Sudbury is housed in a heritage building that limits physical accessibility. The first floor can be made accessible to wheelchairs and other assistive devices through the garage and into the main floor gallery. Public washrooms (basement), Gallery II (second floor), and the Administrative Offices (third floor) are not accessible.

Application Requirements (Email)

- Letter of interest
- Curriculum vitae
- One to two research paper examples (post-secondary assignments accepted)
- One project proposal description (500 words or less)
 - *Potential special project proposal topics related to exhibitions, archives, publication, education programs, community outreach programs, or a new project we haven't considered (new research)
- Reference “**Indigenous Art Intern – Curatorial Special Project**” in the subject line

Contact: Deanna Nebenionquit dnebenionquit@artsudbury.org

We thank all applicants for their interest; however, only those selected for an interview will be contacted.