



CURATORIAL ASSISTANT
STUDENT WORK PLACEMENT,
CULTURE WORKS CANADA

Rate of pay: \$20/hour, plus 4% vacation pay

Status: Temporary, part time (12–14 hours/week)

Position term: October 1, 2026 – January 31, 2027

Location: On site or hybrid (subject to supervisor's approval)

Supervisor: Curator of Art & Visual Culture

The Reach invites applications from aspiring and/or emerging cultural professionals with an interest in the development and presentation of contemporary art exhibitions to fill the temporary, part-time position of Curatorial Assistant.

Please note that this position is subsidized by Culture Works Canada's Student Work Placement (SWP) program and is therefore only open to candidates who meet the program's eligibility requirements (see below)

ABOUT THE POSITION

Supervised and mentored by the Curator of Art & Visual Culture, the Curatorial Assistant will develop insight into key curatorial theories and methodologies, gain hands-on experience, and receive mentorship while supporting exhibition projects across different phases of research, development, production, and installation.

Through their involvement in multiple projects, the Curatorial Assistant will have the opportunity to gain a wide range of skills (research, interpretive planning, project management, editing, etc.) and insights, as afforded by exhibition projects with different scopes, scales, and goals.

ELIGIBILITY & QUALIFICATIONS

To take part in Culture Works Canada's SWP program, candidates must:

- be enrolled students throughout the time period of the contract

- be a Canadian citizen, a permanent resident, or someone who has been officially given refugee protection in Canada and
- be legally allowed to work in Canada
 - this includes having a valid Social Insurance Number (SIN) at the start of the position term.

Candidates who do not meet the CWC eligibility requirements can, unfortunately, not be considered for this employment opportunity.

In addition, the ideal candidate will possess some or all of the following qualifications, experience, skills, and qualities:

- Upper-year undergraduate student in the disciplines of art history, visual arts, museum studies, cultural anthropology, history, or other relevant field (advanced undergraduate students may be considered)
- Proven ability to conduct research in the field of contemporary art and/or demonstrated experience with curatorial projects (paid or volunteer);
- Familiarity with or willingness to learn art museum and gallery curatorial processes and exhibition development procedures;
- Strong organization and project management skills, with keen attention to detail;
- Excellent communications skills, including advanced written and spoken English
- Proficiency in or willingness to learn Microsoft Office (particularly working knowledge of Excel and annotation tools in Word), file sharing (such as SharePoint or similar), project management (Monday.com or similar), calendaring/scheduling, and other digital tools
- Sound judgement in gauging when to take initiative and when to ask for guidance;
- Professional demeanour, responsiveness to feedback, collaborative spirit, and the proven ability to work respectfully and effectively with a wide range of project collaborators and interest-holders;
- Agility and willingness to problem-solve; and, last but not least,
- Positive attitude!

Candidates from groups that have been historically underrepresented in the arts and culture sector or who may have followed non-traditional paths are encouraged to apply, as long as they meet the CWC eligibility criteria.

OUTCOMES

At the conclusion of this placement, the Curatorial Assistant will be equipped with the following qualifications and resources that will ideally position them to pursue future career opportunities in the gallery/museum sector and beyond:

- a portfolio of key accomplishments and related skills gained as a result;
- a familiarity with a range of careers and career paths in the cultural sector; and
- a network of professional contacts as potential referees, mentors, and colleagues.

APPLICATION PROCESS

If this opportunity sounds like a good fit with your background, skills, interests, and career aspirations, we would love to hear from you!

To be considered for this position, please submit the following to Kelley Tialiou, Curator of Art & Visual Culture, by uploading the following PDF files [here](#):

1. A résumé/CV;
2. A cover letter outlining how this position aligns with your skills and professional development goals; and
3. An unofficial transcript reflecting all college/university coursework completed to date.

Review of applications will begin immediately. Applications submitted by Sunday, September 13, at 11:59 pm PST will be given full consideration; however, review may continue until the position is filled.

Long-listed candidates will be invited to complete a short writing exercise.

If there are any accommodations that would serve to remove barriers to participation in this search for you, please do not hesitate to outline your considerations and we will do our best to make the necessary provisions. You may do so either in your original submission or separately by contacting Kelley Tialiou, Curator of Art & Visual Culture, at ktialiou@thereach.ca.

Thank you, in advance, for your interest! All candidates will be notified regarding the status of their application once the position has been filled.

Please note that this position is subject to the confirmation of CWC funding. In the event that funding is not received, The Reach reserves the right to cancel this search.