

**Position Title: *Collections Assistant (McIntosh Gallery)***

---

**Position Summary:**

Collections Assistant(s) are part of the McIntosh Gallery team.

As a *Collections Assistant*, your role will be to support ongoing collections management projects that contribute to collection maintenance and preservation, knowledge development, and public access. Students will work directly with collection objects and collection data to support the ongoing collection audit—the process of inventorying all objects in the collection to confirm their location, condition, and build knowledge about the piece through research. We are looking for students who are detail-oriented and excited to learn new professional skills to support careers in museums and the arts and cultural heritage sectors.

McIntosh Gallery is Ontario's oldest university art gallery. Our mission is to embrace the power of art to transcend barriers and create pathways. Professional and student staff work across customer service, education, outreach, and communications within the gallery and at gallery events across campus, collaborating with other departments to maximize the potential of each student.

McIntosh Gallery collects, maintains, and preserves a collection of over 4,300 art objects pertaining to the visual heritage of London and Canada. It has strengths in contemporary and historical Canadian art, including contemporary photography, drawing in the expanded field, and Inuit prints and sculptures. A rich resource for the promotion and appreciation of local, regional, and national artists, the collection is featured regularly in exhibitions, around campus through the ArtShare program, and is available for research purposes by faculty and students.

**What will you gain from this role?**

- Develop and enhance skills for interpersonal communication, time management, information management, working on projects with a team, and obtaining networking and leadership experience.
- Introduction to the behind-the-scenes work of a professional art gallery.
- Gain exposure to and awareness of the gallery sector and museum collections. See how collections of art and visual culture are managed, stored, handled, accessed, and activated for the public. Gain understanding about the ethical and theoretical challenges of museum collections.
- Enhance professional skills related to working with art museum collections, including art handling, information management, data entry, condition reporting, artwork storage and preventative conservation, and collections research.

- Gain technical digital collections database skills that are transferable across libraries, archives, museums, and the digital humanities.
- Enhance research and writing skills.
- Attain personal satisfaction and growth from contributing to the care and development of Canadian arts and cultural history.
- Receive feedback via a midterm and year-end performance review.
- Obtain recognition through Western's Co-curricular Record.

**Key Responsibilities:**

*\* Please Note: The following list of responsibilities represents the full range of work a Collections Assistant could be assigned. It is not expected that a single candidate would contribute to all of these responsibilities. The focus of the Collections Assistant's work will be determined by the individual's interests and the needs of the gallery.*

- Assist *Curator (Collections and Special Projects)*, *Gallery Operations Officer (Exhibitions, Collections, and Facility)*, and other gallery staff to support the ongoing collections audit and review. Complete tasks as assigned.
- Assist with the inventory of collection objects, including assisting with object handling, condition reporting, and inputting object information in the collection database (PastPerfect).
- Develop lists of unprocessed archival materials and identify issues and anomalies.
- Update collection database (PastPerfect) with updated object information. This could include the results of additional research, updated locations, updated appraisal values, and updated condition information, among other details.
- Photograph collection objects to professional art documentation standards.
- Assist *Gallery Operations Officer (Exhibitions, Collections, and Facility)* with installing works from the collection in the gallery and around campus through the ArtShare program.
- Conduct in-depth research into under-researched collection objects, this could include artist research, contextual object research, provenance research, identifying best practices for preventative conservation or database management, and other collections-related questions.
- Update library database (PastPerfect) with new entries.
- Collaborate with other Peer Leaders to support the development of tours and programs featuring objects from the collection.
- Participate in team meetings to present your progress.
- Attend initial training meetings and ongoing professional development meetings.
- Complete reflection tasks periodically throughout the year. One reflection task may include goal setting.
- Promote and maintain a welcoming atmosphere to other Peer Leaders and work collaboratively where required.



- Discuss with supervisor any questions, difficulties, or problems.
- Serve as an ambassador for the gallery.
- Other responsibilities as assigned based on the needs of the collection and the interests of the student.

**Position Requirements:**

- Students with a strong interest in art gallery and museum collections, data management, artifact care and preservation, writing, and art historical research.
- Strong communication (attending, listening, speaking) skills.
- Ability to meet deadlines and stay organized.
- Problem-solving abilities.
- Strong interpersonal skills and ability to work well with peers.
- Ability to work independently and virtually.
- Serve as an ambassador for the gallery.
- Experience handling art and museum objects or working with collections database systems (PastPerfect) would be considered an asset, however, training will be provided.

**POSITION SPECIFICS:**

---

**TERM LENGTH:**

Fall/Winter terms, September 1, 2026 – April 30, 2027 (training takes place in August/September)

**TIME COMMITMENT:**

- 4 hours per week (working onsite at McIntosh Gallery or our collections storage spaces).

**POSITION TRAINING:**

- Approximately 4 hours of gallery introduction, object handling, and digital database training.
- Additional training may be provided depending on assigned tasks. Alternative training may include, artwork installation, artwork documentation and image editing, and/or archival listing.

**\*\*No commitments during exam periods.**

**WESTERN PEER LEADER (WPL) TRAINING:**

- Complete Human Resources Training:
  - WHMIS
  - Health & Safety



- Safe Campus
- AODA
- Complete WPL Fundamental Training:
  - Boundaries E-Learning Module
  - Equity & Inclusion e-Learning Module
  - Gender-Based Violence Policy e-Learning Module
  - Indigenous Initiatives Content & Reflection
- Complete Confidentiality Agreement and Student Contract
- Complete Student Feedback Form and/or Student Self-Reflection (one per term)

\*\* Trainings subject to change

**Reports to:**

Rachel Deiterding, Curator (Collections and Special Projects) and/or Aaron Guravich, Gallery Operations Officer (Collections, Exhibitions, and Facility)

**Application Method:**

Login to [Western Connect](#), and navigate to the **Western Peer Leader posting boards** to find this job posting and instructions on how to apply (ex. Uploading/emailing required application documents or redirecting to the [Working at Western](#) website).

**Western Values Diversity:**

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact our Administrative Officer at [shona.casserly@uwo.ca](mailto:shona.casserly@uwo.ca) or phone 519.661.1111 (89081).