

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

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**Position Summary:**

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

As a *Curatorial Assistant*, your role will be to support research and logistics in the development of new exhibition projects. Your work will make important contributions to the gallery's creative outputs, bringing the work of contemporary and historical Canadian artists to life. Your work may include thematic research about exhibition themes, research about specific artists, assisting with the development of exhibition materials, supporting the development of exhibition programs, conducting research to plan exhibition logistics, creating exhibition floorplans using Sketchup, and organizing and consolidating data. 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.

*Curatorial Assistant(s)* will be assigned a specific individual project. As they gain experience, they may be given a wider variety of tasks.

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.

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

- Develop and enhance skills for interpersonal communication, project management, designing informal educational experiences, working on projects with a team, and obtaining networking and leadership experience.
- Gain exposure to and awareness of the gallery sector, exhibition development, and object-based learning. Experience the complex details that go into mounting an exhibition and see how art and visual culture can be used to enhance education and create connections.
- Introduction to the behind-the-scenes work of a professional art gallery.
- Enhance your research, writing, and storytelling skills.
- Develop new digital skills (Sketchup, podcasting, design, etc.)
- Attain personal satisfaction and growth from contributing to a larger creative project.
- 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 Curatorial Assistant could be assigned. It is not expected that a single candidate would contribute to all of these responsibilities. The focus of the Curatorial Assistant's work will be determined by the individual's interests and the needs of the gallery.*

- Conduct in-depth research about the exhibition themes and related artistic practices.
- Conduct in-depth research into selected artists and the history of their practices.
- Conduct logistical research to support exhibition development, including: researching off-site installation locations, obtaining installation materials, and identifying relevant partners.
- Produce a report to summarize research findings to support the project.
- Work with the *Curator* to develop exhibition floorplans using 3D modeling software (Sketchup).
- Assist in the development and review of exhibition texts, exhibition supports (podcasts, maps, catalogues, etc.), and promotional materials.
- Assist in brainstorming and developing programming ideas.
- Support exhibition logistics, including event coordination, gathering and organizing artwork details, etc.
- Attend initial training meetings and ongoing professional development meetings.
- Complete reflections 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.

**Position Requirements:**

- Students with a strong interest in visual culture, visual communication, curatorial practice, storytelling, art education, research, writing, and design.
- Strong communication (attending, listening, speaking) skills.
- Strong research and writing 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.

**POSITION SPECIFICS:**

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**TERM LENGTH:**

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

**TIME COMMITMENT:**

- 4 hours per week (working in the gallery and remotely).

**POSITION TRAINING:**

- Approximately 2 hours of gallery introduction and curatorial research training.
- Approximately 2 hours of Sketchup training (if required for assigned projects)

**\*\*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 & Special Projects)* and/or Helen Gregory *Curator*.

**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).