

CURATORIAL PROJECT COORDINATOR

REPORTS TO: Senior Curator & Manager of Collection; supports the Project Curator.

POSITION TYPE: 16-month part-time contract position, averaging 25 hours per week. The position requires availability for weekends and occasional evenings.

PHYSICAL REQUIREMENTS/SKILLS: Must be physically capable of lifting up to 35 lbs.; have experience and the ability to lift and handle art objects.

The Textile Museum of Canada seeks a highly motivated Curatorial Project Coordinator. The Curatorial Project Coordinator will support the curatorial mandate of the Textile Museum of Canada by acting as project coordinator for the Cape Dorset Inuit Fabric Project; a project centred on the Museum's collection of Inuit printed textiles made in Cape Dorset in the 1950s and 60s. The graphic cotton and linen printed textiles are a physical record of a relatively short-lived experimental initiative undertaken in the early days of the West Baffin Eskimo Cooperative.

Principle Duties and Responsibilities:

- Coordinate the production of the Cape Dorset Inuit Fabric exhibition; coordinate contracts and liaise with curators, artists, designers, contractors, advisors and Inuit community members.
- Support the programming team in conceptualization and curation, exhibition design, logistical planning, and installation.
- Assist with research, production, catalogue and digital initiatives.
- Coordinate project schedule; ensure project participants are kept on track for deadlines.
- Coordinate communications with members of the Advisory group(s), setting up meetings, taking minutes.
- Coordinate exhibition loans; prepare loan agreements and organize shipping arrangements.
- Coordinate catalogue scheduling and production; liaise with curators, authors and translators, photographer, designer and printer; and prepare invoices, issue contracts and payment authorizations.
- Assist with planning for filmed interviews with Cape Dorset community members.
- Coordinate planning and schedule for touring exhibition; prepare invoices, issue contracts, and organize shipping arrangements.

Education, Training, and Traits:

Bachelor's degree from accredited college or university required, with coursework in Canadian and Indigenous studies, art history, museum or curatorial studies or related field preferred.

Work Experience:

Minimum two years of museum experience with a focus on exhibition management.

Qualifications:

- Demonstrated project management experience.
- High level oral and interpersonal communication skills.
- Excellent writing and editing skills.
- Experience with Indigenous community involvement.
- Highly developed organisational and problem-solving skills.
- Ability to work independently and collaboratively.
- Demonstrated track record of delivering results.
- Highly organized, multi-tasker who is interested in museum work and likes a fast paced and creative environment.
- Ability to plan, prioritize and meet deadlines.
- Proficient with Microsoft Office.

Additional Information:

This is a part-time 16-month contract; averaging 25 hours per week. The position requires availability for weekends and occasional evenings. Hourly rate: \$18

How to Apply:

Qualified candidates should email their cover letter, resume and three references (including email and phone #'s) as a single document attachment to hrsearch@textilemuseum.ca. The email subject line should read <title of position applied for> <followed by applicant's last name>.

Kindly note that we will accept no phone calls. We thank all applicants for their interest but advise that only those selected for an interview will be contacted.

The Textile Museum of Canada maintains a Board of Trustees approved Anti-Racism, Access and Equity Policy. Respect, accountability, and a generous manner towards other staff, volunteers, and the general public are requirements for all staff. The TMC is committed to achieving representation of equity-seeking groups on its staff by ensuring that members of said communities have unbiased access to employment. The Textile Museum of Canada is an equal opportunity employer.

About the Textile Museum of Canada

Established in 1975 and originally incorporated as The Canadian Museum of Carpets and Textiles, the Textile Museum of Canada (TMC) has established itself as a vibrant cultural place that promotes community engagement through our programs and services. Our operations are driven by a committed Board of Directors, Committee Members and staff of 13 employees, as well as a vital and engaged community of more than 150 volunteers.

As the only national museum in Canada exclusively dedicated to the study and presentation of textiles from cultures around the world, we occupy a unique position among other leading cultural institutions in the country. The universality of textiles is at the heart of our work and provides the stimulus and opportunity to engage communities around us as well as thousands of national and international visitors.

The TMC's main activities focus on the exhibition, collection, conservation and research of art, craft and design from around the world. Through our artistic and educational programs, delivered in both physical and virtual forms, we build on a long history of connecting creativity, cultures and human histories through the materials of everyday lives. A repository of more than 14,000 rare textile artifacts spanning 2,000 years of human history, the TMC explores the diverse cultural expressions of human experiences through all our programs.