

CALL FOR INTERNSHIP POSITIONS

TORONTO BIENNIAL OF ART

POSITIONS AVAILABLE:

- 4 positions in Curatorial, Exhibition
- 4-5 positions in Public Programming & Learning
- 1-2 positions in Development
- 1 position in Marketing & Communications

OPPORTUNITY DESCRIPTION

The Toronto Biennial of Art (TBA) is accepting applications for part-time internships. Ideal candidates must have a view to inclusivity and diversity, take initiative, be highly organized, be committed to deadlines as well as working as a team. Those in internship positions will gain hands-on experience in programming assistance, communication, research, and production, through numerous training and learning opportunities with the curatorial team both in Exhibitions and Public Programming & Learning, as well as in Development and Marketing & Communications. They will work collaboratively with the broader TBA team and gain cross-departmental exposure to all aspects of the biennial, including logistics, production, communication, and collaboration.

ROLES DESCRIPTION AND RESPONSIBILITIES:

Number of hours: 86hrs/ to 300 hrs/semester depending on the program and availability

Multiple Positions:

Exhibitions + Public Programming & Learning

- Assistance in event production and coordination (i.e. performances, workshops, community events, walking tours, and interviews)
- Minute-taking and organization of filing systems
- Schedule artist meetings, travel and logistics
- Assist in researching production costs and artists
- Research and developing artist folders
- Program archiving, reporting, assistance with evaluation process
- Graphic design, communication experience (online and print) is an asset
- Engage with exhibitions and public programming at various biennial sites across City of Toronto to Etobicoke and Small Arms Inspection, Mississauga

Additional responsibilities for PUBLIC PROGRAMMING & LEARNING:

- Support mediation resource development for schools, youth, and adult programming (Summer)
- Assist with mediation program for schools, youth, and adult programming
- Outreach
- Assist with larger exhibition docent and volunteer program
- Available for August for on-boarding training (if Fall internship)

Additional responsibilities for Development

- Assist with prospect research & building potential supporter profiles
- Assist in proposal development and communications
- Assist in writing letters of interest, and applications to public granting bodies, foundations and corporate entities
- Maintain an active pipeline tracking sheet with updates on prospect status and outcomes
- Assist in compiling reporting and thank you packages
- Support stewardship activities such donor and sponsor events, private tours, international delegation activities, and preview week events
- Schedule meetings, take meeting minutes, create agendas and packages for meetings

Additional responsibilities for Marketing & Communications

This role will entail assistance with:

- Target market research as needed
- Design and trafficking of Marketing and Communications campaign creative/content (including print and online)
- Content / asset maintenance for the TBA website
- Tracking/reporting on marketing campaign metrics
- Media request fulfillment, including the maintenance of listings and collection /dissemination of TBA assets to journalists
- Creating and scheduling social media assets
- Transcription and closed captioning for videos
- Managing graphic asset libraries
- Maintaining contact databases
- Layout / formatting of presentations / reports

DESIRED QUALITIES:

- Highly organized and detail orientated
- Exceptional writing skills and communication skills
- Ability to work well in a fast-paced organization and is committed to deadlines
- Employ tact, discretion and responsibility in all areas
- Strong familiarity with Microsoft Office, Dropbox and Mac iOS
- Working knowledge of Adobe creative suite an asset

SUBMISSION REQUIREMENTS & INSTRUCTIONS

- Full contact information (Name, phone, and email), a confirmation of availability (summer or fall season) and a current curriculum vitae

- A cover letter outlining specific internship interests (Exhibitions **OR** Public Programming & Learning **OR** Development **OR** Marketing & Communications), motivation and relevant background
- Application should be no more than 3 pages including the cover letter
- Please name your file in this format: <DEPARTMENT_FIRSTNAMEINITIALLASTNAME>, i.e.<PPL_JSMITH.pdf> or <EXHIBITIONS_JSMITH.pdf> etc.
- Please submit all written components as one (1) PDF with subject title, 'Internship: [Area of interest (i.e. Exhibitions **OR** Public Programming & Learning **OR** Development **OR** Marketing & Communications)]' to the attention of cbutcher@torontobiennial.org

ABOUT:

TORONTO BIENNIAL OF ART

On view from September 21–December 1, 2019, the inaugural Toronto Biennial of Art will be Canada's newest biennial of contemporary art. Taking place along the waterfront in unexpected venues and public spaces and in collaboration with not-for-profit galleries, museums, community organizations, and educational institutions across the city, the Biennial will present Canadian and international art within the complex creative, cultural, social, and political context of Toronto.

Toronto Biennial of Art is an equal opportunity employer and is committed to diversity and inclusiveness in all of our work. We work proactively to be fair and equitable in practice and to build diversity into our teams, creative communities, and programs.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to Toronto Biennial of Art.

For more information, visit <http://torontobiennial.org> or follow us on social media @torontobiennial.