



POSITION: Exhibitions and Publications Assistant (YCW BCH)

SUPERVISOR: Head, Exhibitions and Collections

CLASSIFICATION: Internship

Situated on the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee and Mississaugas, the Art Gallery of Hamilton is one of Canada's longest-running arts organizations and has grown, changed and developed along with the many communities it serves. The Gallery delivers exhibitions accompanied by a range of programs and activities geared to encourage access, promote education, and inspire discussion among increasingly diverse audiences both in the immediate region and beyond. Our current and projected exhibition program foregrounds a diverse representation of art and artists from the region. We encourage global conversations by situating regional practices within broader social, cultural and political discussions.

The Art Gallery of Hamilton seeks a well-organized and detail-orientated individual for the Exhibitions and Publications Assistant internship from September 8th, 2025, to March 31st, 2026. Reporting to the Lead, Exhibitions & Publications, the intern will be responsible for carrying out administrative duties for the coordination of a major contemporary art exhibition along with a historical art exhibition to be presented in the spring of 2026. The intern will have the opportunity to support the exhibitions from the pre-production stages to the opening. This is valuable opportunity for a recent graduate to gain practical registration and exhibition coordination experience in a major museum in Canada.

The ideal candidate will be a recent graduate with a Diploma, Bachelor, or Master's in Fine Art, Art History, or Museum Studies. They will have an interest in museum and gallery work, and knowledge of Canadian contemporary or historical art. Hands-on experience with contemporary art, collections, loans assistance, and working with image files will be an asset, along with knowledge of Microsoft Excel, Photoshop and TMS, Sketch Up, or related museum databases.

This position is based on 35 hours per week and pays \$22.00/hour. Funded in part through the Young Canada Works at Building Careers in Heritage program, all applicants must register and apply through the Young Canada Works portal <https://young-canada-works.canada.ca/Account/Login> by August 8th, 2025. Please ensure you meet YCW eligibility requirements before submitting an application. An individual may be eligible for an internship if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- are legally entitled to work in Canada (have a valid social insurance number);
- are between 16 and 30 years of age inclusively at the start of employment; and
- are a college or university graduate (certificate, bachelor's, master's or doctorate).

Note: Priority will be given to graduates that have not previously participated in YCW internship programs and that are unemployed or underemployed.

As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Art Gallery of Hamilton is committed to providing accommodations throughout the recruitment process. If you require accommodation, please notify us and we will work with you to meet your needs. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.