OAKVILLE GALLERIES

Gairloch Gardens
1306 Lakeshore East, Oakville, ON L6J 1L6
Centennial Square
120 Navy Street, Oakville, ON L6J 2Z4
info@oakvillegalleries.com
www.oakvillegalleries.com

Collections Inventory Project Coordinator

Organization name: Oakville Galleries

Job location: On-site, Oakville, Ontario

Length of assignment: December 1, 2026 to March 23, 2027 (16 weeks)

Terms: Full Time Contract (30 hours per week)

Hourly wage: $23.00

Deadline for Applications: Ongoing with review of applications until November 18, 2026
Interviews will take place between November 20 and November 24, 2026.

Please note: chosen applicant must be available to start on December 1, 2026

Oakville Galleries is a contemporary art museum located 30 km west of Toronto. Housed in two spaces—one alongside downtown Oakville's library, and the other in a lakeside mansion and park—Oakville Galleries is one of Canada's leading art institutions, presenting the work of emerging and established artists from across Canada and around the world. Placing artists at the center of its vision, Oakville Galleries strives to be a nationally and internationally leading museum for the presentation of contemporary art, delivering excellent, innovative exhibitions and generating new, invigorating ideas. Our dynamic, diverse and forward-thinking program produces significant positive social impact.

In support of the gallery's mission to foster artistic excellence, promote public access to the arts, and ensure the responsible stewardship of its permanent collection, we are seeking a motivated and detail-oriented Collections Inventory Special Project Coordinator to conduct a comprehensive inventory of the collection as part of a 16-week Young Canada Works internship for recent graduates.

This position offers hands-on, career-building experience in professional collections management within a contemporary art gallery environment.

About the Position

The Collections Inventory Special Project Coordinator will lead a structured, end-to-end physical inventory of Oakville Galleries' permanent collection, which comprises over 1,100 artworks.

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Working under the supervision of the Exhibitions and Collections Manager, the intern will verify object locations and documentation, identify discrepancies, and contribute to the creation of accurate, high-confidence inventory data to support future collections planning.

This role is a focused, project-based position and does not involve exhibition installation, conservation treatment, or collections relocation.

Key Responsibilities

- Participate in orientation, training, and inventory framework development
- Conduct a systematic physical inventory of the permanent collection
- Verify object identity, location, and documentation
- Update and reconcile records within the collections management database (TMS Embark)
- Maintain inventory production targets (approximately 80 artworks per week)
- Identify and document discrepancies, documentation gaps, and storage risks
- Flag visible conservation concerns and records requiring further review
- Flag exception cases such as multipart works and missing items
- Conduct quality assurance spot-checks and finalize inventory documentation
- Prepare summary reports and inventory-based recommendations
- Follow institutional policies, ethical guidelines, and safe handling procedures

Required Qualifications

- Completion of a degree or diploma in Curatorial or Museum Studies or a closely related field from a recognized Canadian post-secondary institution
- Strong organizational skills and attention to detail
- Intermediate computer skills, including comfort with databases and data entry
- Ability to follow standardized workflows and documentation procedures
- Ability to safely handle artworks and materials and regularly lift up to 30 lbs

Assets

- Familiarity with collections management systems
- Experience with inventory, documentation, or collections care
- Interest in contemporary art and cultural heritage work

Supervision and Training

The intern will receive structured orientation and ongoing support, including:

- Training in collections management system, Embark

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- Daily check-ins with the Exhibitions and Collections Manager
- Workplace safety training

Equity, Accessibility, and Inclusion

Oakville Galleries is committed to equitable hiring practices and encourages applications from individuals from the Government of Canada's employment equity groups, including Indigenous youth, youth with disabilities, visible minorities, and new Canadians.

Accommodations are available throughout the recruitment and employment process. Applicants are invited to indicate accommodation needs at any stage.

Eligibility Requirements (Young Canada Works)

To be eligible, applicants must:

- Be a Canadian citizen, permanent resident, or protected person legally entitled to work in Canada
- Meet Young Canada Works eligibility requirements as a recent graduate
- Be unemployed or underemployed at the start of the internship
- Not have previously participated in a YCW internship under the same stream
- Eligibility will be verified prior to hire.

How to Apply

Interested candidates should submit:

- A résumé
- A brief cover letter outlining interest in collections work and suitability for the role

Please send application materials to natalie@oakvillegalleries.com with the subject line: Collections Inventory Special Project Coordinator – Application. **Applications will be reviewed on an ongoing basis so early submissions are encouraged as soon as possible until November 18, 2026.**