

The Inuit Art Foundation is seeking applicants for an **Archival Research Officer**, a short-term **Young Canada Works** funded contract.

Application Deadline: Tuesday, August 27th, 2019 at 5PM

The Inuit Art Foundation is seeking to hire a full-time Archival Research Officer to work on its Inuit Artist Database to digitize the rich archive the IAF holds from September 2019 to March 2020. The Research Officer will work with IAF staff, Inuit artists and other cultural institutions to bring forward integral information through the digitization of the IAF's archive. This will highlight contributions to Canada's national artistic heritage as well as to Inuit self-determination. The Research Officer will additionally help to publicize the information contained in the database through the IAF's website, newsletter and social media platforms.

The IAF is seeking a candidate with the following profile for the Research Officer Placement:

- A Bachelor's or Master's degree in art history, visual arts, archives and records management, museum studies or related field;
- Meets the **Young Canada Works Building Careers in Heritage** eligibility requirements;
- Previous experience working in a cultural institution or non-profit;
- Exceptional attention to detail;
- Excellent written and verbal communication skills;
- Strong interpersonal skills;
- Ability to plan, organize and prioritize in order to meet deadlines;
- Proficiency in Microsoft Word and Excel, experience with database software is considered an asset;
- Foundational knowledge of Inuit art considered an asset.

Contract Dates: September 16, 2019 – March 31, 2020

Hourly Wages: \$17.00 per hour

Hours: 35 hours per week, Monday to Friday 9:00am – 5:00pm

Interested applicants should submit a letter of intent and resume as a single pdf with the subject "YCW Archival Research Officer" to **hr@inuitartfoundation.org** by 5PM on Tuesday, August 27, 2019.

Your interest in this opportunity is appreciated; however, only those candidates selected for an interview will be contacted. The Inuit Art Foundation is committed to diversity and encourages applicants from all backgrounds to apply.

Why Join Us

We are a motivated and enthusiastic team, driven by our mission to support and share Inuit artistic excellence. You will be surrounded by hardworking and dedicated team members who share the common vision of the arts ability to transform lives. You will bring the best of circumpolar art to the world, increasing the visibility of artists and cultural workers in national and international contexts.

We value curiosity and creativity in our team, and believe in life-long learning. We are committed to professional development via hands-on training, mentorship, conference attendance, in office workshops and travel opportunities. We know a strong workplace is rooted in mutual respect and believe that diversity and inclusion are crucial to our shared success.

Located in the Junction Triangle neighbourhood in Toronto, ON, the IAF's newly renovated, bright and airy offices are located in an accessible, converted heritage building, adjacent to the West Toronto Railpath.

About the IAF

Established in 1987, the Inuit Art Foundation is a non-profit, Inuit-led charity providing support to Canada's Inuit art communities. The sole national organization promoting Inuit art within Canada and internationally, the IAF advocates on behalf of artists and works to enhance the appreciation and interpretation of Inuit art