



# Art, Architectural History, & Heritage Internships

Winter 2024

Send your applications by Friday, December 8 to  
Dr Jessica Mace [jessica.mace@utoronto.ca](mailto:jessica.mace@utoronto.ca)

Applications should include 1) a letter of interest  
(including any relevant coursework or experience)  
and 2) a resume.

See p. 8 for details

## OVERVIEW

These short-term work placements are designed to provide students with experience in applying their skills/knowledge to real-world projects, and to make connections in the arts community. **Placements are for a 0.5 course credit under the course code FAH 481.**

The time commitment is 8-10 hours per week for 12 weeks. See the individual listings for further details.

The following opportunities are available this winter (January-April) from the Canada Constructed initiative in the Department of Art History:

## OPPORTUNITIES

- Art Dealers Association of Canada
- Cowley Abbott Fine Art
- Giaimo
- Olga Korper Gallery
- Toronto Society of Architects



Art Dealers  
Association  
of Canada

Association des  
marchands d'art  
du Canada

## Art Dealers Association of Canada Internship

[The Art Dealers Association of Canada](#) (ADAC) was founded in 1966 as a not-for-profit trade organization, binding together the largest representation of major private commercial galleries in Canada, who in turn represent the country's leading visual artists, both contemporary and historic.

As Canada's leading professional arts trade organization, we strive to raise the profile of Canadian Visual Art and Artists, exploring and expanding markets for Canadian Art Dealers and their artists both in Canada and Internationally. Our membership has a unique expertise and knowledge base in an extremely esoteric but profitable sector. We currently have 64 members with the potential to add 10 more this upcoming year.

### **About the ADAC office:**

The ADAC Office is composed of two individuals: our Associate Director and our Appraisals Coordinator. Together these two individuals carry out the day to day tasks and help the Association further develop alongside their Board of Directors and Committees. Our Board has 11 members including our Executive Team and we have 5 Committees. The Office works out of Toronto.

### **About the placement:**

The intern will have a few tasks to work on but specifically they will spearhead with supervision and guidance a public facing newsletter that highlights our member galleries, their staff, and the artists they represent. The newsletter will also feature exciting Art News such as recent hirings, gallery moves, and social excitement. Alongside the newsletter the intern will also help with populating the organizations social media (Instagram, FB and Twitter). This will be done through social media calendars and compiling images/captions to use on these platforms. We also encourage the ability to have the ADAC on TikTok and would welcome any help with this.

On occasion the intern will be asked to accompany the Office on gallery visits, and encouraged to be immersed in the Canadian art scene. Further, there will be an opportunity to help with the Toronto version of our Canadian Gallery Hop.

**Requirements:** Strong writing skills, with a passion for visual arts. Knowledge in MailChimp, and social media channels. Participation in this opportunity is remote with occasional meet-ups in Toronto. Please note that your own laptop is required for this internship.

**Timing or hours of placement:** The placement is 8-10 hours per week for 12 weeks during the Winter 2024 semester (January-April). Flexible timing throughout the week 11:30 – 5:00 pm Wednesday-Saturday. Placement begins the week of January 8, 2024.

**Credit:** Half credit (0.5). This internship is for pass/fail course credit at the University of Toronto through the Department of Art History. Only University of Toronto students are eligible. This is not a paid position.



## Cowley Abbott Fine Art Internship

Cowley Abbott Fine Art is looking for interns to assist with gallery administration and inventory management for the Winter (January-April) semester.

### **About the organization:**

Cowley Abbott is an art auction company that bridges the gap between traditional art auction services and the online fine art marketplace. With a brick-and-mortar gallery space, regular live and online art auctions as well as private sales, we provide buyers and sellers of Canadian and international art with a complete set of services that combine the traditional methods of promoting artwork with new strategies and resources for art collecting in today's world.

Cowley Abbott offers curated semi-annual Live Auctions of Important Canadian Art and monthly themed online auctions, led by our team of art specialists.

Our firm offers a combination of personalized client services and industry-leading technology to provide a collector experience that focuses on enjoyment, ease-of-use and transparency.

### **About the placement:**

The intern will be joining a team of art specialists and inventory managers to assist with the daily pre- and post-sale duties involved in monthly online auctions and semi-annual live auctions, as well as ongoing research and writing assignments. Duties will include:

- Assisting with storage and care of artwork in a variety of media
- Assisting with the hanging and dismantling of artwork in the gallery space
- Assist with the cataloging and research of artworks on consignment, such as provenance and exhibition history
- Assist with FileMaker database entry and management
- Assist with gallery administration, including welcoming and assisting clients and visitors in the gallery space.

This is an opportunity to learn about the art market in Canada, the many artists who trade actively at auction, the handling of artwork in a variety of media, and the general operations of an auction house. The intern must have strong oral, written and customer service skills.

### **Requirements:**

The internship will take place in person at the Cowley Abbott gallery located at 324-326 Dundas Street West in Toronto. To be considered for the internship program, applicants must be currently enrolled and in good standing at an accredited college or university program.

**Timing or hours of placement:** The placement is 8-10 hours per week for 12 weeks during the Winter 2024 semester (January-April).

**Credit:** Half credit (0.5). This internship is for pass/fail course credit at the University of Toronto through the Department of Art History. This is not a paid position.

## Giaimo Internship

Giaimo is seeking an exceptional undergraduate candidate to work with the firm in the Winter of 2024. The firm is eager to connect with students from any course of study who are interested in working in an architectural office and passionate about cultural heritage, design, conservation, city-building, and sustainability.

### About the organization:

[Giaimo](#) is a Toronto-based architecture firm integrating design and heritage conservation. We specialize in developing contextual and creative solutions within existing buildings, fostering environmentally, socially, and culturally sustainable places through adaptive reuse, renovations, interventions, and retrofits. In 2021, Giaimo was selected and featured as part of Canadian Architect's Twenty+ Change Emerging Talent issue.

### About the placement:

We see a lot of value in the existing. At Giaimo, our work focuses on merging old with new, with projects ranging from cultural hub feasibility studies and heritage reports, to multi-unit residential apartment renovations and restoration of historic buildings. Our studio is also actively engaged in the architecture and heritage community and passionate about advocating for design excellence, as seen in our involvement with the Architectural Conservancy of Ontario (ACO), Society for the Study of Architecture in Canada (SSAC), Toronto Society of Architects (TSA), and Royal Architectural Institute of Canada (RAIC). To support this work, Giaimo is seeking a candidate with strong communications and research skills to join our team and assist in a range of projects that we currently have underway.

Tasks and responsibilities may include:

- Undertaking research for special projects related to sustainable design on topics such as embodied carbon, deconstruction, material salvage and reuse, and circular construction
- Research to help create a database of old movies, shows, and films shot in Toronto as an archival resource
- Assisting in the research and writing of heritage impact assessments
- Organization and management of the studio materials and books library
- Developing marketing material including writing content for the website and social media

Exact tasks and project assignments will depend on the candidate's skill sets and interests. In-person meetings will take place weekly, and the candidate will report to Giaimo's Associates and Creative Director while working in close collaboration with the entire studio team.

**Requirements:** The internship will take place in-person at Giaimo's office in downtown Toronto, and may require occasional site visits such as to projects and archives in or near Toronto.

**Timing/hours of placement:** The placement is 8-10 hours per week for 12 weeks during the Winter 2024 semester (January-April). Work will take place in-person at the office during office hours (M-F, 9-5:30) for a full day or flexible half-days.

**Credit:** Half credit (0.5). This internship is for pass/fail course credit at the University of Toronto through the Department of Art History. Only University of Toronto students are eligible. This is not a paid position.

**Other:** A bursary from Giaimo is available to support students in this position.

## Olga Korper Gallery Internship

Established in 1973, [Olga Korper Gallery](#) is committed to the promotion and exhibition of Canadian and international contemporary art, both locally and internationally. Having long demonstrated a strong commitment to painting and sculpture, the gallery's scope has developed to include installation and photo-based work. In 1973, the gallery opened as Gallery O on Markham Street in Toronto. A few years later, Olga moved into a second, larger space on Markham Street. In 1982, Olga started 80 Spadina Avenue with fellow dealers Lynne Wynick and David Tuck (Wynick/Tuck Gallery), occupying the fourth floor of the building, now well-established as a destination for gallery goers. With the new gallery space came the new gallery name: Olga Korper Gallery. In October 1989, the gallery opened at its current location of 17 Morrow Avenue.

### About the placement:

OKG is excited to offer the incoming intern an opportunity to gain valuable hands-on experience in a commercial art gallery setting. The intern will take home valuable skills in art handling, logistics, and collection management. The gallery is currently in the process of expanding their existing digital archives and optimizing their physical on-site art storage. The successful applicant will be supervised by and work closely with gallery's Registrar and Art Installation Technician to realize these ongoing projects. Daily tasks will include:

- Securely packing a variety of artwork for long term storage.
- Condition reporting a variety of artwork and ensuring that accurate and up to date records of the condition are maintained.
- Ensuring that our digital inventory accurately and thoroughly reflects our physical inventory.
- Assist in the development of safe and effective storage solutions for unframed works on paper.

In addition to these larger ongoing projects, the intern will be required to assist with other daily gallery tasks such as:

- Preparing the correct documentation and packing art for upcoming shipments
- Assisting with the installation of shows and any associate preparatory work that may be required.
- Assisting the Gallery Assistant with day-to-day administrative tasks

### Requirements:

- Participation in this opportunity is expected to take place onsite. The candidate should be based in or near Toronto.
- The applicant should be able to lift and move a 30 lb box.

**Timing or hours of placement:** The placement is 8-10 hours per week for 12 weeks during the Winter 2024 semester (January-April). Flexible timing throughout the week 10:00am – 5:00pm Tuesday-Saturday. Placement begins the week of January 8, 2024.

**Credit:** Half credit (0.5). This internship is for pass/fail course credit at the University of Toronto through the Department of Art History. Only University of Toronto students are eligible. This is not a paid position.

## Toronto Society of Architects Internship

The Toronto Society of Architects is looking for a student intern to assist in the digitization of the Society's past newsletters, with the goal of making publicly accessible and searchable these important documents chronicling the history of our Society and city, and the architectural debates that shaped them both.

### **About the organization:**

Established in 1887, the Toronto Society of Architects (TSA) is a non-profit volunteer-led organization dedicated to bringing people together to discuss, learn and explore around our shared passion for the built environment. We are committed to the betterment of our city and have played an important advocacy role throughout Toronto's history. We do this through a wide range of programs which foster welcoming and inclusive forums for debate and the exchange of ideas, stimulating critical thinking about the design and building issues of our time. Our public programming is complemented by initiatives supporting the personal growth and professional development of over 2,700 TSA members. Membership is open to everyone and welcomes design professionals, students and the general public.

Learn more about the TSA at [www.torontosocietyofarchitects.ca](http://www.torontosocietyofarchitects.ca)

### **About the placement:**

Having been around for over 130 years, the TSA has been witness (and at times active participant and instigator) to the many architectural debates that have shaped our city. Many of these stories are captured in the TSA's newsletters, a series of publications chronicling not only the happenings of the Society, but also many of the architectural and urban debates of their time. Through short and long form articles, drawings, photographs, and sometimes even poems and cheeky jokes, these documents provide a first-hand perspective of what preoccupied architects at different moments in Toronto's history, and their aspirations and frustrations with the city we all call home.

While these records provide invaluable insight into the evolution of Toronto's architectural scene, there has never been a single repository for these documents and many of them are scattered in individual collections or archival repositories with limited access. Making these documents easy to access and search, and identifying the topics and themes contained within them to assist future researchers, is at the core of this digitization project.

Working closely with TSA Executive Director and staff, the successful applicant will provide research and documentation support for the TSA's newsletter digitization project. Tasks may include:

- Visiting local archives and libraries, sifting through historic documents, and making a record of their content.
- Digitizing print records following digitization best practices for accessibility.
- Coordinating with Past Chairs and Executive for the digitization of private collections.
- Writing short, public-friendly descriptions of newsletter content, including identifying stories and content that could be of interest to a contemporary audience.
- Assist in the development of a new page within the TSA website to host the digitized records to allow for easy public access.

The student intern will also have opportunities to participate in other TSA programming including networking opportunities with professionals from across the GTA working in a variety of practices, forums and debates, and meetings of the Society.

### **Requirements**

While this position is largely expected to take place remotely, the ideal candidate would be based in Toronto in order to visit the buildings and participate in TSA events.

Because many archives in the city only operate Monday to Friday during regular business hours, it is expected that the selected candidate would have some availability during weekdays to make visits to the archives.

**Timing/hours of placement and special requirements:** Placement begins the week of January 8. Hours per week can be flexible up to a maximum of 120 hours per semester (typically 8-10 hours per week).

While a portion of this placement can happen remotely, the ideal candidate would be based in Toronto in order to visit the archives and participate at TSA events. Digitization of records will happen either at the archives containing the records or at the TSA's co-working space at the Centre for Social Innovation The Annex.

Because many archives in the city only operate Monday to Friday during regular business hours, it is expected that the selected candidate would have some availability during weekdays to make visits to the archives.

**Credit:** Half credit (0.5). This internship is for pass/fail course credit at the University of Toronto through the Department of Art History. Only University of Toronto students are eligible. This is not a paid position.

## Internships course overview

**Course code:** FAH481H1

**Prerequisites:** Applicants should be in their third- or fourth-year of study.

**Term:** 2024 Winter Term

**Credit:** Half credit.

**Total hours: Half credit (H – 0.5):** up to 120 hours total (12 weeks)

(note: the weekly hours may vary depending on the specific projects and in discussion with the partner organization; see individual posting for weekly expectations and for remote/in-person requirements.)

### Course requirements:

Graded on a **pass/fail** basis, the internship course offers the opportunity for advanced students to receive credit for work with an arts-based organization.

In addition to work conducted with the placement partner, during the course, the student will be required to attend three class meetings & check in periodically with an academic advisor to assess learning. At the end of the placement, the student will also be required to submit a final report of activities and skills acquired to the [Director of Undergraduate Studies](#). Details will be discussed as the internship progresses.

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### Application procedure

Review the available opportunities and identify the opportunity (or opportunities) that interest you. All applications should include 1) a letter of interest, including details of any relevant coursework and experience and 2) a resume. Be sure to note any special requirements for the application for each listed positions and address them, as needed, in the application.

If you wish to apply to multiple postings, please list your preferences in your cover letter. You do not need to submit more than one application.

Questions can be directed to Dr Jessica Mace [jessica.mace@utoronto.ca](mailto:jessica.mace@utoronto.ca)

Send completed applications to Dr Jessica Mace [jessica.mace@utoronto.ca](mailto:jessica.mace@utoronto.ca) by **December 8, 2023** by 11:59pm.

Applications will be reviewed by Professor Christy Anderson, Professor Joseph Clarke, and Dr Jessica Mace to ensure that placements will be a good fit for the student and for the partner organization. Students will be notified of the decision within a week of the application deadline, and will be enrolled in FAH 481 for the Winter 2024 session by the Art History Undergraduate Office. The student must be enrolled in the term in which the internship will take place.

These placements have been arranged for students with interests in architecture, architectural history, and heritage by the Canada Constructed initiative in the Department of Art History. For information and for updates, see <https://canadaconstructed.ca/internships/>