



# Art, Architectural History, & Heritage Internships

Spring 2024

Send your applications by Friday, April 5 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. 10 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 12-15 hours per week for 8 weeks. See the individual listings for further details.

The following opportunities are available this spring from the Canada Constructed initiative in the Department of Art History:

## OPPORTUNITIES

- ACO Toronto/TO Built (Architectural Conservancy of Ontario, Toronto branch)
- Art Dealers Association of Canada
- National Trust for Canada
- Network in Canadian History & Environment (NiCHE)
- Olga Korper Gallery
- Toronto Society of Architects



## ACO Toronto/TOBuilt internship

The Architectural Conservancy of Ontario (ACO) is looking for an intern to contribute to their TOBuilt database and assist with associated projects. This internship focuses on documenting overlooked forms of heritage for the TOBuilt database.

### **About the organization:**

The role of the [ACO Toronto](#) has been to set the stage for conservation advocacy through public education. Our public information efforts have evolved from public events and publishing books and magazines to the development of our most significant research project to date: [TOBuilt](#), a publicly accessible online database of buildings and heritage sites across Toronto. TOBuilt offers a means of recording all property in city, including photographs, research, drawings, and links to other, external sources of information. The database is open source and provides an opportunity for anyone with information to share it with others. We hope that consolidating community research will facilitate protection for future generations!

### **About the placement:**

Much of the detached house architecture in Toronto's outer boroughs is or will be threatened by development pressures as Outer Toronto continues to densify. TOBuilt has documented over 2,000 of these buildings to date and is working to further build knowledge of these under-represented areas. At the same time, the advent of Bill 23 puts pressure on conserving more traditional forms of heritage and TOBuilt's uniquely large catalogue of the city's buildings presents an opportunity to record these geographically and by typology. A key part of the research TOBuilt undertakes involves communicating our work to an interested public and we're constantly developing new and exciting ways of doing so.

Possible internship responsibilities include documenting suburban houses built in Toronto's inner suburbs between 1940 and 2000, investigating the effects of Bill 23, researching intangible heritage sites, and developing public communication strategies about buildings and heritage sites using social media and other avenues.

The intern will be joining a team of heritage researchers, working alongside city heritage planners and consultants. This is an excellent opportunity for students interested in historic architecture, heritage, and urban planning!

**Special requirements:** The internship will take place *remotely*, but the ideal candidate would be based in Toronto in order to assist with photographing Toronto buildings.

**Timing or hours of placement:** 12-15 hours per week/8 weeks, up to a maximum of 120 hours. Hours can be flexible throughout the week.

**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.



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 may be opportunities to learn about appraisals and to help with the Toronto version of ADAC's Canadian Gallery Hop.

**Requirements:** Strong writing skills, with a passion for visual arts. Knowledge in MailChimp, and social media channels. Participation in this opportunity includes a blend of in-person and remote work. Please note that your own laptop is required for this internship.

**Timing or hours of placement:** The placement is 12-15 hours per week for 8 weeks during the Spring 2024 semester (May-June). Flexible timing throughout the week. Placement begins the week of May 6.

**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.

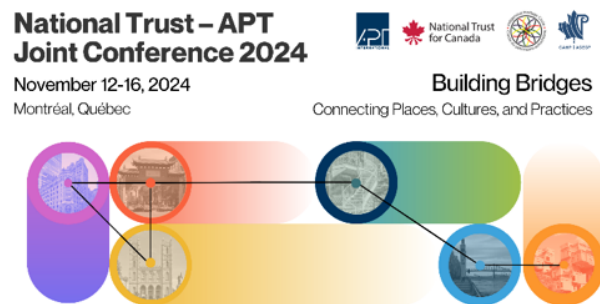
## National Trust for Canada Internship

The National Trust for Canada is seeking one undergraduate or graduate student with interests in art, history, architecture and heritage conservation to join the National Trust team for the spring 2024. The intern will assist in planning the National Trust – APT Joint Conference 2024 (November 12-16, 2024, Montreal), helping develop the conference program including field sessions and plenaries, help us reach potential conference participants (especially emerging voices) through various communications platforms, and help build relationships with Montreal stakeholders and constituencies.

About the organization:

[The National Trust for Canada](#) (headquartered in Ottawa) was created in 1973 to promote the preservation and revitalization of Canada’s heritage places. Today, we continue to advance the conservation, appreciation and ongoing use of Canada’s historic places, intangible heritage, and cultural landscapes, and spotlight their essential contribution to diverse, equitable and sustainable communities.

Every three or four years, the National Trust (with the Indigenous Heritage Circle and Canadian Association of Heritage Professionals) joins forces with largely the US-based Association for Preservation Technology to mount Canada’s largest heritage places conference bringing together 900+ inter-disciplinary participants from across North America the heritage sector: professionals (emerging and established), public officials and policymakers, tradespeople, grassroots volunteers, land guardians, academics, and students. The National Trust – APT Joint Conference is a crucial learning, knowledge exchange, and networking event that helps sustain the heritage conservation movement, build heritage industry and public policy practice, and support the heritage places and landscapes important to all Canadians.



About the placement:

The intern will assist in planning the National Trust-APT Joint Conference 2024 (November 12-16, 2024, Montreal, Le Centre Sheraton), helping develop the conference program with a particular focus on Toronto and Montreal based opportunities, assist with conference communications, and work to build relationships with Ottawa-Gatineau area stakeholders and constituencies. This year’s ambitious conference theme – [Building Bridges: Connecting Places, Cultures, and Practices](#) - builds on an ongoing national project - “The Heritage Reset” - working to accelerate key conversations within the heritage sector about the values and the purpose of conservation work. Canada’s heritage conservation movement is transforming itself to meet new needs in society. Advancing decolonization and anti-racism, leading climate action, and supporting the efforts of grassroots organizations, governments, and the private sector and to address socio-economic challenges are front and centre in our communities. At this watershed moment, the heritage sector has the opportunity to accelerate our benefit to society through transformational changes to our mission and practice, based on a shared vision.

We are constantly seeking to reach more students, diverse communities, and emerging professionals with the goal of helping them advance careers in heritage and creating interest and awareness of the importance of heritage conservation. The intern will help us reach new conference participants through social media, programming, and will have latitude to create and lead their own projects based on their interests. The intern will assist NT staff with

distilling and crafting these insights, and help organize and participate in post-conference “next steps” planning and action-mobilization activities and sessions.

This is an opportunity to work at a leading national Canadian non-profit, get to know key players in the Canadian heritage conservation sector and develop personal networks, spend time researching, writing, and leading initiatives of personal interest. The intern will work directly with the National Trust Conference Manager and meet regularly to discuss work.

The intern should have strong writing and verbal communication skills and an interest in heritage, history, or architecture. They should be able to work independently and take initiative. We are flexible in working with the interests of the intern.

**Programming:**

- Assist with the planning and logistics for National Trust Conference 2024 (November 12-16, 2024).

**Outreach:**

- Assist with online conference outreach and promotion via conference newsletters and social media.
- Outreach to possible stakeholders and participants.

**Research:**

- Research topics related to residential intensification in heritage neighbourhoods, building reuse, decarbonization, heritage conservation policy, etc. in consultation with National Trust staff
- Research key issues and opportunities for the heritage (e.g. housing advocacy groups, land trusts), and potential academic and professional participants at the conference.

**Misc.:**

- Other duties as assigned

The successful applicant will have the opportunity to collaborate with professionals from a variety of heritage fields. Additionally, the intern will receive free conference registration for National Trust Conference 2024; unfortunately, we are not able to guarantee travel and accommodation funding.

**Requirements:** Currently, the internship is expected to take place remotely. The intern must have access to a computer and reliable internet connection.

**Timing/hours of placement:** The placement is 12-15 hours per week for 8 weeks during the Spring 2024 semester (May-June). Flexible timing throughout the week. Placement begins the week of May 6.

**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.

# Network in Canadian History and Environment (NiCHE) internship



NiCHE is looking for a student with an interest in environment and history who will work with our executive and editors to help develop, enhance, and manage our website and blog.

## **About the organization:**

The Network in Canadian History and Environment (NiCHE) was founded in 2007 with a mandate to help create intellectual connections and a scholarly community for students, teachers, and researchers interested in history and environment in Canada. In 2010, NiCHE created a website as its central hub of operations. Over the years, the website has expanded to include a variety of resources related to history and environment in Canada, including project pages for researchers, an open-access scholarly journal, and a popular blog called The Otter, which reaches an international audience of more than 10,000 readers a month.

NiCHE is a non-profit organization led by an executive of emerging and established scholars based in North America and Europe. The Otter blog is managed by two co-editors-in-chief and an editorial collective to publish short blog posts several times per week.

## **About the placement:**

NiCHE operations are designed to foster an intellectual community by facilitating connections between students, scholars, and teachers, as well as by mobilizing knowledge emerging from research and teaching in the environmental humanities, including art and architectural history. Working with NiCHE is an opportunity to develop contacts with an interdisciplinary network of scholars, while simultaneously learning how to manage and create web content produced by scholars for a wider public audience.

The intern will work closely with the NiCHE executive director and The Otter editors-in-chief, as well as various other project managers and editors, to update website content, help create new project pages, and contribute to the editorial process of the blog. The intern will receive guidance and training on the work required—most of which will be done using Wordpress software—and should have strong writing and editing skills.

Responsibilities will include:

### Updating resource pages of the NiCHE website

- assist in updating older website resource pages
- assist in creating a new bibliography of sustainable conference resources
- work independently to fix and eliminate errors and resolve issues; create content in
- consultation with project members

### Creating Social Media and YouTube Content

- work with editors and social media editor to create content for our social media platforms
- transfer old material on YouTube to our new NiCHE channel

### Creating new project pages on website

- assist NiCHE executive members working on new pages on the website
- create and edit content in consultation with project managers

### Develop your own content for the NiCHE website, blog, and/or social media

- take initiative to envision and develop a project of your own related to environment and history, such a gallery page, blog post, or edited blog series
- work independently and with editors to create or coordinate this content for the website or blog

**Special requirements:** All work will be carried out remotely. The intern must have access to a computer and reliable internet connection.

**Timing or hours of placement:** The placement is 12-15 hours per week for 8 weeks during the Spring 2024 semester (May-June). Flexible timing throughout the week. Placement begins the week of May 6.

**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.

## 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

### Special 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 12-15 hours per week for 8 weeks during the Spring 2024 semester (May-June). Flexible timing throughout the week 10:00am – 5:00pm Tuesday-Saturday. Placement begins the week of May 6, 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 roll out, documentation and sharing of several of our most popular summer initiatives including walking tours, Doors Open Toronto, and our booth during the Pride Toronto Street Fair. This is an excellent opportunity for anyone wanting to understand the work and logistics that goes behind these public outreach efforts and learn more about running a small not-for-profit.

### **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:**

May to June represents one of the busiest times for the TSA as we begin the summer season of some of our most popular initiatives including our walking tours, building tours, Doors Open Toronto, as well as our annual participation at Pride. During this internship, the student will have the opportunity to participate in some of behind-the-scenes work that goes into making these events possible.

Your exact tasks will vary week to week depending on needs and your interest, but will include:

- Provide support the day-of events including during Doors Open Weekend (May 25-26) and Pride Street Fair (June 28-30), as well as building tours and walking tours.
- Work with staff and volunteer committees in preparation to these events, helping to create, organize, and distribute materials related to the event including didactic material, social media posts, among others.

The student intern will also have opportunities to participate in other TSA activities including meetings of the Executive and other events related to the running of the Society.

**Special requirements:** Hours per week can be flexible up to a maximum of 120 hours per semester. Most of our public outreach activities happen on weekends and evenings, so it is important for the student intern to be available during those times. Preparation work for these activities will take place during the week during regular working hours. Hours of work will be mutually agreed upon at the beginning of the placement.

While a portion of this placement can happen remotely, the ideal candidate will need to be based in Toronto to participate in the events and the preparations for it.

Many of the activities done by the Society rely on graphic materials. Familiarity preparing plans, elevations, and other architectural drawings is a plus, but not required. Familiarity with drafting software and the Adobe suite is also a plus but not required.

**Timing/hours of placement and special requirements:** Placement begins the week of May 6. Hours per week can be flexible up to a maximum of 120 hours per semester (typically 12-15 hours per week).

**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 of advanced standing (either currently in or entering their third- or fourth-year of study in the fall).

**Term:** 2024 Spring Term

**Credit:** Half credit (H – 0.5)

**Total hours:** up to 120 hours total (8 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 April 5, 2024 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 two weeks of the application deadline, and will be enrolled in FAH 481 for the Spring 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/>