

Communications Assistant
Job ID 260956

Application Deadline: May 4, 2026, at 5pm EDT

This Work Study position is only open to University of Toronto students enrolled in the summer 2026 term.

For more on eligibility and how to apply, visit the Career Learning Network: clnx.utoronto.ca

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The Communications Assistant supports the research and development of the Art Museum's communications, promotions and outreach strategies to ensure meaningful audience engagement with exhibitions, programs and collections. They will gain significant professional experience learning from dynamic communications staff in an internationally renowned art museum while connecting the experience with future career goals in the arts and/or communications sector.

- Students develop practical skills in the fast-growing field of museum communications and community engagement—building their competencies for a career in the broader cultural and non-profit sector.
- In supporting the development and production of content for print and digital assets, students will attain direct skills-building experience with communications and media, creative expression and project management.
- Having the opportunity to work in all aspects of communications including outreach, engagement, social media, press relations, and cross-promotions, students will receive multi-faceted experiences that support meaningful professional growth.
- They will gain transferable, professional workplace skills such as communicating clearly and being responsive to instruction and deadlines.
- Attaining foundational competencies for museum/gallery careers, they learn to be organized, accountable and detail-oriented with assigned tasks.
- Students in Art History, Visual Studies and Museum Studies will be able to translate academic learnings to workplace competencies.

Opportunities include:

- Working closely alongside museum/communications professionals to gain skills in teamwork and workplace culture and values and how these translate into day-to-day workplace expectations.



- Networking with arts/communications professionals.
- Job shadowing of museum staff to gain insight into different arts/cultural career paths.
- Receiving mentorship, feedback and opportunities to reflect on career goals and the experience on an ongoing basis with the direct supervisor.
- A mid-placement check-in and exit interview provide opportunities to formally reflect on the experience and discuss career goals.

Relevant training provided. Open to all students interested in experiential learning in the arts. No previous art experience required. One to two days per week in-person (required). Hourly rate is \$17.60.