



Art, Architectural History & Heritage Internships

Spring-Summer 2023

Send applications by Friday, April 7 to :
Dr Jessica Mace jessica.mace@utoronto.ca

Applications should include 1) a letter of interest (including any relevant coursework or experience), 2) a bursary eligibility form, and 3) a resume.

See p. 12 for details



UNIVERSITY OF TORONTO
FACULTY OF ARTS & SCIENCE

Department of Art History

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.

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 fall from the Canada Constructed initiative in the Department of Art History:

OPPORTUNITIES



401 Richmond



ERA Architects Inc.



National Trust for Canada



Network in Canadian History
& Environment



Open Art Histories



Society for the Study of
Architecture of Canada



TOBuilt



Toronto Society of Architects

*additional opportunities may
become available.
See canadaconstructed.ca for listings

401 Richmond Internship

Urbanspace Property Group is seeking exceptional undergraduate candidates to work with the organization in the Spring of 2023. The organization is eager to connect with students from any course of study who are passionate about its cultural promotion and preservation mission.

About the organization:

Urbanspace Property Group owns and operates [401 Richmond Street West](#), a heritage-designated building in downtown Toronto since 1994. As a mission-driven developer and property manager, Urbanspace Property Group's initiatives are directed toward the preservation and restoration of historic and architecturally significant spaces. The overall goal is to adaptively reuse old buildings to provide commercial opportunities for creative, non-profit and innovation sectors. Urbanspace incorporates sustainable building efforts and a commitment to environmentally sound practices in the restoration, operation, and maintenance of its property. The 401 Richmond complex provides space for artists', galleries, film festivals, charities, not-for-profits, magazines, architects, theatre groups and design firms and fosters the development of an inspiring integration of commerce, culture, and community. The building's renewal, more than 25 years ago, was inspired by author Jane Jacobs' observation that "*new ideas need old buildings*" and the importance of diversity and mixed-uses in the city.

About the placement:

Urbanspace in the process of realizing a multi-staged initiative aimed at capturing and promoting an important narrative connected to the contribution of the 401 Richmond facility as a cultural influence in Toronto and beyond. Equal parts living archive and constantly evolving cultural hub, this project seeks to build greater awareness of 401 Richmond's history and ongoing relevance. Comprising an events program of talks, lectures, symposia, and exhibitions along with a research initiative designed to capture unique narratives, for both members of the 401 Richmond community and outside stakeholders.

Tasks and responsibilities are as follows:

- Contributing to an archive of historical and present-day research around the function and impact of 401 Richmond Street West as a cultural hub and creative catalyst
- Assist in the planning and execution of an event program, which will include:
 - Event Concept and Structure – identify priority content and develop event framework
 - Participant Liaison – engage and facilitate event participants and other stakeholders
 - Resources Development – identify required resources and determine a strategy for procurement
 - Promotional Strategy – creation of an outreach and communications plan to create event awareness
 - Event Documentation – ensure digital documentation of the event for inclusion within the online archive
- Assist in the content development of a dedicated website designed as a centralized host platform for the results of this multi-staged research initiative
- Contribute original ideas and strategies reinforcing the goals and objects of this initiative

Virtual team meetings will take place weekly, and the candidate will work in consultation with the organization's Curator, Special Projects, who will also provide ongoing support particularly as liaison with 401 Richmond Street West tenants and extended stakeholders. This placement requires both interaction with a breadth of stakeholders and components that are self-directed.

Requirements: Participation in this opportunity is expected to take place both remotely and onsite. Candidates should consider themselves self-motivated and able to work independently and in groups.

Timing/hours of placement: The placement is 12-15 hours per week for 8 weeks during the Spring 2023 semester (May-June). Flexible timing throughout the week. Placement begins the week of May 8.

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.

ERA Architects Inc. Internship



ERA Architects Inc.
#600-625 Church St
Toronto ON, M4Y 2G1

ERA Architects invites applications for an internship in conjunction with the Department of Art History at the University of Toronto. This is an exceptional opportunity for students interested in a career in the fields of Art and Architectural History, Museum and/or Curatorial Studies.

About the organization:

[ERA Architects Inc.](#) (ERA) is an award-winning architecture and planning firm focused on conservation through reactivation. Working across a lively spectrum of scales and locales, we develop heritage planning approaches that renew and improve the built environment.

As part of its mission to uncover and share new tangents in urban history at the vanguard of heritage theory, ERA has collaboratively published or been instrumental in the production of a number of books, such as *Concrete Toronto: A Guide to Concrete Architecture from the Fifties to the Seventies*, *Tower Renewal*, and *The Ward Uncovered: the Archaeology of Everyday Life*.

To add to the growing list, ERA Architects has committed to consolidating current research by Senior Associate David Winterton (architect) into the Frank Darling Book Project (FDBP). The goal is to publish a long-overdue monograph on Frank Darling and Darling & Pearson Architects, an important early 20th century Toronto-based architecture firm. National, provincial, municipal, corporate and private archives have already shared many resources over the past year. Rough photography of these resources has been filed to allow for review, comparison and sorting for final selection for publication. There remain loose ends and some elusive materials which the intern would be tasked with tracking down.

About the Placement:

The intern will assist with the continuation of research and cataloguing of materials pertaining to the Frank Darling Book Project:

- Review and management of the FDBP database; propose recommendations to the database;
- Review and management of archive research findings;
- Archival research workplan for new materials;
- Assist with 'best imagery' selections at internal pin up with external experts;
- Seek image rights or request high resolution materials;
- Track down loose ends of known materials, at the Ontario Archives especially;
- Assist with biographical and catalogue raisonné text entries.

Qualifications

The candidate will have facility in architectural archival research and an interest in late Victorian and Edwardian architecture, with excellent organizational skills and rigour applied to all communications and research.

Requirements

The internship will take place at ERA's office in Toronto and in various local archives. Remote working is possible in certain circumstances but not preferred.

Timing/hours of placement: The placement is 12-15 hours per week for 8 weeks during the Spring 2023 semester (May-June). Flexible timing throughout the week. Placement begins the week of May 8.

Credit: Half credit (0.5). This internship is for pass/fail course credit at the University of Toronto through the Department of Art History.

Other: A bursary from ERA will be available for this position (this is separate from the CEWIL bursary).

National Trust Conference 2023 Internship

The National Trust for Canada is seeking one student with interests in art, history, architecture and heritage conservation to join the National Trust team for the spring 2023. The intern will assist in planning the National Trust 50th anniversary national heritage conference (October 26-28, 2023, Ottawa, Chateau Laurier), 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 Ottawa-Gatineau 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.

Each year, the National Trust (with the Indigenous Heritage Circle and Canadian Association of Heritage Professionals) mounts Canada's largest heritage places conference bringing together 500+ inter-disciplinary participants from across the heritage sector: professionals (emerging and established), public officials and policymakers, tradespeople, grassroots volunteers, land guardians, academics, and students. The National Trust 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 our annual national heritage conference (October 26-28, 2023, Chateau Laurier), helping develop the conference program with a particular focus on Toronto-based opportunities, assist with conference communications, and work to build relationships with Ottawa-Gatineau area stakeholders and constituencies.

This year's ambitious conference theme – [Transforming Heritage](#) - builds on an ongoing national project 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. The National Trust's 50th anniversary conference is a fitting heritage milestone to seize on lessons from the movement's many dramatic or gradual transformations over time as a compass for the future. Together, how will we shape the next 50 years, addressing pressing issues like reconciliation, affordable housing, accessibility, climate change, social justice, and economic resiliency?

We are constantly seeking to reach more students, diverse communities, and emerging professionals with the goal of helping them in the heritage careers 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.



NATIONAL TRUST CONFERENCE 2023
CONFÉRENCE DE LA FIDUCIE NATIONALE 2023
in association with the Canadian Association of Heritage Professionals and The Indigenous Heritage Circle 

Given the conference theme of *Transforming Heritage*, the conference will also have a strong discussion and feedback component. 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 Conference Coordinator, 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 2023 (October 26-28, 2023 Ottawa).

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 building reuse, decarbonization, heritage conservation, architecture, etc. in consultation with National Trust staff
- Research key issues and opportunities for the heritage (e.g. environmental groups with built environment focus), 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 2023; 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 2023 semester (May-June). Flexible timing throughout the week. Placement begins the week of May 8.

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.

Network in Canadian History and Environment (NiCHE) Website and Blog Development 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 during the Spring of 2023.

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.

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.

Edit back pages of the blog

- assist in editing older blog content to bring in line with more recent style guidelines and technical features
- work independently to fix and eliminate errors and resolve issues

Update older resource pages the NiCHE website

- assist in updating older website resource pages
- work independently to fix and eliminate errors and resolve issues

Create 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 content for the NiCHE website, blog, and/or social media

- take initiative to envision and develop a project related to environment and history, such as gallery page or blog series
- work with social media editor to create social media content, including graphics and Instagram reels
- work independently to coordinate content for the website

Requirements: All work will be carried out 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 2023 semester (May-June). Flexible timing throughout the week. Placement begins the week of May 8.

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.



Open Art Histories

Open Art Histories Internship

Open Art Histories invites applications for an internship in conjunction with the Department of Art History at the University of Toronto. This is an exceptional opportunity for students interested in a career in the fields of Education, Art and Architectural History, Museum and/or Curatorial Studies.

About the organization:

[Open Art Histories \(OAH\)](#) offers a dynamic and collaborative space for the creation and sharing of Open Education Resources (OERs), and serves as a virtual community and repository for instructors in the fields of art, art and architectural history, museum, communications and visual studies. OAH is committed to building a generative and supportive national network for addressing the pressing pedagogical challenges confronting these fields, including globalizing art history, teaching English-as-an-additional-language students, decolonizing the discipline and classroom, teaching Canadian art or art history in Canada, and using Open Education Resources to advance accessibility and inclusion. The working premise of OAH is that the research-driven transformations in Canadian art histories must be matched by transformations in teaching if they are to have a truly meaningful effect on the future of the discipline.

About the placement:

The intern will assist with several ongoing projects:

CanadARThistories, a new online course and open learning objects, including a contributor-based text, CanadARThistories provides a customizable and remixable set of resources for understanding the diverse history of art in Canada. Tasks and opportunities include:

- Creating H5P objects such as timelines and activities in the OER
- Developing an image database

OAH Digital Teaching Toolkit, hosted on H-Commons, will feature art history teaching content, including SoTL-AH material on art history pedagogy, with a focus on disseminating practical materials including, but not limited to, lesson plans, course syllabi, assignments, and classroom activities. Tasks and opportunities include:

- Assist with the organization of toolkit resources
- Working collaboratively with humanities-focused web-designers and UX experts
- Participating as a student respondent and generating feedback on resources

OAH operations, broadly OAH hosts workshops and serves as a network for scholars in the field of art history.

Tasks and opportunities include:

- Contributing to the OAH newsletter and publishing a written feature for it
- Creating a student/learner focused resource or workshop
- Building a social media inventory

Requirements:

Most meetings and work will be conducted remotely. Candidate(s) must have access to a computer and reliable internet connection for remote work.

Timing/hours of placement: The placement is 12-15 hours per week for 8 weeks during the Spring 2023 semester (May-June). Flexible timing throughout the week. Placement begins the week of May 8.

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.



Society for the Study of Architecture in Canada Internship

The Society for the Study of Architecture (SSAC) seeks a student intern to assist with the planning, organization, and implementation of our 49th annual conference being held in Calgary, Alberta from May 31 - June 3, 2023.

About the organization:

The SSAC is a learned society and registered charitable organization dedicated to the study of the Canadian built environment. It has a varied membership that includes students, historians of architecture, architects, heritage practitioners and cultural planners. Founded in 1974, it has encouraged the collection and preservation of the country's architectural records, stimulated and supported important scholarly publication, and, through both its members and its Journal, has fostered the understanding and preservation of the built environment.

About the placement:

The SSAC annual conference is a dynamic forum that brings together historians, architects, professors, heritage professionals, and architectural enthusiasts to discuss all aspects of the Canadian built environment. At the conference, a wide range of topics will be explored using historical and contemporary approaches at the scale of the building, city, and wider landscape.

The successful applicant will be supervised by and work closely with the SSAC's Vice-President of Conference and our Conference Organizers, and will learn the basics of event planning, while gaining insight into the day-to-day running of a not-for-profit organization. The intern will play a key role in shaping the conference, preparing and editing its online components, and will assist with post-conference activities.

Tasks may include:

- Support conference organizers with event planning
- Attend (virtually) and record minutes for all meetings of the conference organizing committee
- Assist with communications between conference organizers, session chairs, and presenters
- Create conference blog and email posts
- Create promotional materials for social media
- Prepare conference materials (programs, name tags, conference packages, etc.)
- Assist with livestreaming of the event
- Edit and post video recordings of conference sessions
- Support conference organizers at the conference (subject to funding)
- Assist with post-conference activities (budget reconciliation, post-conference meetings, etc.)

Pending funding, the successful applicant will be invited to attend the SSAC conference in Calgary, and all events associated with it, where they will have the opportunity to network with professionals from a variety of architectural fields.

Additionally, the intern will receive all benefits of society membership for one year.

Requirements: Pending funding, the intern should be available and ready to travel to Calgary the week of the conference. Otherwise, the work will be conducted remotely. The intern must have access to a computer and reliable internet connection.

Timing or hours of placement: 120 hours total between May 8 through June 30. The candidate should be available for the dates of the conference. Otherwise, hours can be flexible throughout the week in discussion with the placement advisor. Placement begins the week of May 8.

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.



TOBuilt Internship Opportunity

The Architectural Conservancy of Ontario (ACO) is looking for an intern to contribute to their TOBuilt database, with a focus on documenting overlooked forms of heritage and the nexus of heritage and housing.

About the organization:

The role of the [ACO](#) 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 development of our most significant research project to date: [TOBuilt](#), a publicly accessible online database. TOBuilt offers a means of recording all property in Toronto, 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:

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

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.

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!

The student intern may also have opportunities to participate in and engage with other ACO operations.

Requirements: While most of the internship would take place remotely, the ideal candidate would be based in Toronto in order to assist with photographing Toronto buildings.

Timing or hours of placement: The placement is 12-15 hours per week for 8 weeks during the Spring 2023 semester (May-June). Flexible timing throughout the week. Placement begins the week of May 8.

Credit: 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.

Toronto Society of Architects internship: Database/Virtual Tour Researcher (York University)

The Toronto Society of Architects is looking for a student intern to conduct research on the buildings and landscapes of York University for the TSA Database, a digital project showcasing modern and contemporary spaces of the Greater Toronto Area, and help develop an accompanying virtual tour.

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 2000 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

About the placement:

As part of our educational and public outreach initiatives, the TSA is developing a curated digital database showcasing some of the Greater Toronto Area's most significant modern and contemporary buildings and landscapes. This user-friendly database, which will be hosted on the TSA website and accessible to everyone, incorporates high-quality photographs, along with architectural drawings, sketches, and archival images to help tell the stories behind the buildings and landscapes..

Working closely with the Programming Director, the successful applicant will provide research and documentation support for the development of database entries with specific focus on buildings of York University, dating from the 1960s to present.

Material collected will also be used to develop a special [virtual tour available on Instagram](#) to make the information accessible to all. Tasks may include:

- Research buildings, including verifying architectural credits, reasons for inclusion and assessment of current conditions and accessibility.
- Visiting local archives, sifting through historic documents and coordinating image selections and acquisitions.
- Conducting interviews with architects and historians.
- Identifying relevant sources for each building and preparing research notes.
- Writing short, public-friendly descriptions for building entries, including highlighting the relevance of entry to Toronto's architectural history.

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.

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 or hours of placement: Placement begins the week of May 8. Hours per week can be flexible up to a maximum of 120 hours per semester (typically 12-15 hours per week). This opportunity can extend to two semesters—please indicate in your application if you prefer the internship to last one or two terms (one term is 8 weeks, May through June; two terms is 16 weeks, May through August).

Credit: Credit: Half credit (0.5) or full credit (1.0) — please see the note about duration above, and indicate your preference in your application. 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.

Toronto Society of Architects internship: TSA History Researcher

The Toronto Society of Architects is looking for a student intern to conduct research on the history of our Society, one of the oldest architecture advocacy groups in Canada, and help tell the stories of those who have shaped the GTA through this community organization.

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 2000 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

About the placement:

Working closely with the Programming Director, the successful applicant will provide research and documentation support to identify and review historical records of the Society and fill some of the historic gaps of our history. The goal is to provide a more complete history of those involved with the TSA, important moments in the Society's history, and how it intersects with the development of Toronto in general. Information will then be integrated into the new TSA website which contains a dedicated section for the TSA's history.

Tasks may include:

- Visiting local archives, sifting through historic documents, and making a record of their content.
- Coordinating image selection and acquisition for select historical items to help tell the story of the Society.
- Conducting interviews with architects, Past Chairs and Executive members of the Toronto Society of Architects.
- Assisting in the development of a list of all past Executives of the Society.
- Writing short, public-friendly descriptions of important moments or documents in the TSA's history.

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.

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 or hours of placement: Placement begins the week of May 8. Hours per week can be flexible up to a maximum of 120 hours per semester (typically 12-15 hours per week). This opportunity can extend to two semesters—please indicate in your application if you prefer the internship to last one or two terms (one term is 8 weeks, May through June; two terms is 16 weeks, May through August).

Credit: Half credit (0.5) or full credit (1.0) — please see the note about duration above, and indicate your preference in your application. 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.

Internships course overview

Course code: FAH481H1/Y1

Prerequisites: Applicants should be entering their third- or fourth-year of study in the Fall.

Term: 2023 Spring-Summer Term (begins May 8, 2023)

Credit: Half or full: check the listings for the credit type and duration of each placement.

Total hours: **Half credit (H – 0.5):** up to 120 hours total (8 weeks)

Full credit (Y – 1.0): up to 240 hours total (16 weeks)

(note: the duration 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. Most internships will be for one semester only.

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.

Application procedure

Review the available opportunities and identify the opportunity (or opportunities) that interest you. Applications should include 1) a letter of interest, including details of any relevant coursework and experience, 2) the bursary eligibility form (see the appendix below or access online [here](#)), and 3) a resume. Be sure to note the special requirements of the 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

Send completed applications to Dr Jessica Mace jessica.mace@utoronto.ca by **April 7, 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 Spring 2023 session by the Art History Undergraduate Office. The student must be enrolled in the term(s) 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/>

FAH 481: CEWIL iHub Bursary Eligibility Form

While the internships completed for course credit in FAH 481 are unpaid, we are delighted to be able to offer bursaries of \$2,000 to successful candidates participating in one of the listed placements to assist with spring tuition fees and/or costs to reduce barriers to the workplace (i.e. professional attire, transit costs, internet access for remote work, childcare, etc.). Additional smaller bursaries may also be distributed based on demand.

This funding is made possible by the Co-operative Education and Work-Integrated Learning Canada ([CEWIL](#)) Innovation Hub program.

Note: The CEWIL iHub bursaries are only available to Canadian citizens, permanent residents, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act. International students with student visas or work visas are not eligible to receive iHub funding, but are still eligible for the internship of their choice.

Please complete this short bursary eligibility form and submit it with your application package. Payment details will be provided upon notice of selection to the internship course.

Name: _____

Student number: _____

REQUIRED QUESTIONS

You are required to complete questions 1-4.

1. I am interested in receiving an iHub bursary (required): Yes ☐ or No ☐

2. I am a registered full-time or part-time student (no age limit) at the University of Toronto (required): Yes ☐ or No ☐

3. I am a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act (required):
Yes ☐ or No ☐

4. I am legally entitled to work in Canada in accordance with the relevant provincial or territorial legislation and regulations (required): Yes ☐ or No ☐

OPTIONAL QUESTIONS

The aim of the CEWIL iHub funding is in part to expand access to work-integrated learning opportunities, particularly for under-represented students and to remove barriers for students to participate in work-integrated learning.

The following questions may help us to comply and report on the success of the iHub aims. Applicants are welcome to disclose any information below that they see fit, but are not required to do so.

All eligible students, as determined by questions 1-4, who are selected for an internship placement will receive a bursary. Full details will be provided upon notice of selection to the internship course.

5. The iHub project has a specific focus on supporting Indigenous students, racialized Canadians, persons living with a disability, newcomers to Canada (within 5 years), official language minorities, LGBTQ2S+ students, students living in remote or rural locations, students with low socioeconomic status, mature students, and students from refugee pathways.

Do you identify as belonging to one or more of these groups? (optional): Yes ☐ or No ☐

6. Do you wish to disclose any additional hardships with which the bursary could assist? If so, please briefly explain below (optional):

I certify that the information provided above is accurate and truthful:

Student signature: _____

Date: _____