

JOB DESCRIPTION

Job Title: Research Program Coordinator
Department: The Image Centre, Toronto Metropolitan University
Location: Toronto, requires weekly on-site availability
Supervisor's Title: Head of Research
Wage: \$27-\$32 per hour
Hours of Work: Up to 24 hours per week; temporary part-time
Start: As soon as possible
End: 12-month term with the possibility of renewal

ABOUT TORONTO METROPOLITAN UNIVERSITY

At the intersection of mind and action, Toronto Metropolitan University is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current [academic plan](#) outlines each as core values and we work to embed them in all that we do.

Toronto Metropolitan University welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority.

As an employer, we are working towards a people first culture and are proud to have been selected as one of Canada's Best Diversity Employers and a Greater Toronto's Top Employer for 2015, 2016, 2017 and 2018. To learn more about our work environment, colleagues, leaders, students and innovative educational environment, visit www.torontomu.ca, check out [@TorontoMet](#) and [@ECIortontomet](#) on Twitter, and visit our [LinkedIn company page](#).

ABOUT THE IMAGE CENTRE

The Image Centre (IMC) is Canada's leading institution dedicated to the exhibition, research and collecting of photography. Established in 2012 at Toronto Metropolitan University, in the heart of the city, the IMC welcomes visitors to explore the intersection of photography and culture. Through compelling exhibitions and engaging public programming, the IMC showcases work by emerging, renowned, and anonymous photographers, past and present. With a growing collection of nearly 500,000 photographic objects and an innovative scholarly research program, the IMC is also a vibrant hub for the preservation and study of photography.

OPPORTUNITY

This role's primary objective is to provide administrative support to the Head of Research through the coordination of The Image Centre's fellowship program, the publication of new volumes of the *IMC Books* series, and various research-related projects and events, including symposia and workshops.

QUALIFICATIONS

- Minimum 1-year of relevant administrative experience working in a cultural institution or academic setting.
- Master's degree in museum studies, art history, photographic preservation and collections management, or a related visual arts field preferred but not required.
- Strong computer skills including familiarity with various operating platforms and programs such as Microsoft Office, Google Drive, Zoom, and Adobe Suite.
- High attention to detail, excellent communication, organization, writing, proofreading and copyediting abilities.
- The ability to work both independently and within a team setting.
- A focused, detail-oriented approach to assigned work.
- Proficiency in French is an asset but not required.

RESPONSIBILITIES

1. Coordinates the scholarly publication *IMC Books* series:
 - Works with the Head of Research to create work-back schedules to ensure the successful and timely completion of the publication.
 - Works with the Head of Research and the Manager, Administration and Operations to draft and issue contracts for MIT Press and all participants, as required.
 - Communicates and supports authors with their deliverables.
 - Researches and secures copyright for illustrations.
 - Works with the Manager, Collections and Registration and Digital Asset and Imaging Specialist to determine digital imaging needs.
 - Works with various external vendors related to design, copy editing, translating, printing and shipping.
2. Coordinates the fellowship program:
 - Writes and posts announcements in collaboration with the Marketing, Communications and Public Relations Officer.
 - Organizes and announces the release of the fellowship awardees.
 - Receives and organizes applications.
 - Organizes and produces annual jury meetings, including providing the jury with necessary materials for the review process.
 - Liaises with the Manager, Collections and Registration and the Archivist and Research Coordinator to provide collection access to fellows.
3. Coordinates the technical requirements, hospitality, agendas, budget tracking and travel arrangements for research events including conferences, symposia, and book launches.
4. Drafts and edits grant applications for various research projects and programs, in collaboration with the Director of Development.
5. Supports the Marketing, Communications and Public Relations Officer on promoting the research program and its activities and projects.
6. Tracks and reconciles the research program's budget, in collaboration with the Administration, Finance, and Special Events Coordinator.
7. Supports the Head of Research with scheduling, expenses, note-taking, and project management.
8. Other duties as assigned.

HOW TO APPLY

Applications must include a cover letter and resume and should be emailed as a single PDF to Kristen Sayers, Acting Manager, Administration and Operations at kristen.sayers@torontomu.ca. The deadline for applications is Friday, November 7, 2025.

TORONTO METROPOLITAN UNIVERSITY'S COMMITMENT TO EQUITY, DIVERSITY AND INCLUSION

- We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications. If you are an Indigenous applicant and require support during the recruitment process, please reach out to James McKay, Indigenous HR Lead at james13@torontomu.ca.
- Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.
- We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, starting with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please reach out to Human Resources:
 - Current employees can contact HR by logging into AskHR to [submit a request](#).
 - External candidates who do not have TMU login credentials can contact HR by visiting torontomu.ca/human-resources/askhr/.
- All information received in relation to accommodation will be kept confidential.