

About Toronto Metropolitan University

At the intersection of mind and action, Toronto Metropolitan University (TMU) 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.

TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Métis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada.

In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our [next chapter](#).

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. For more information, visit theimagecentre.ca.

The Opportunity

The **Collections Cataloguer (Poy Family Internship)** supports the organization and maintenance of collections documentation. The primary responsibility of the role is to assist in inventorying, arranging, and describing material from the Image Centre (IMC) collections. Daily tasks may include attribution research, re-housing, re-filing, and cataloging objects, as well as database entry and providing information as directed. This role will also support the operations of the IMC's research centre.

This is a fixed, two-year term *Poy Family Advanced Internship* with the IMC, made possible with the generous support of Vivienne and Neville Poy, designed to create opportunities for TMU graduates in museums and archives. Read more about this program here: <https://theimagecentre.ca/news/poy-gift/>

Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Completion of a Master's Degree in Film/Photographic Preservation and Collections Management from Toronto Metropolitan University; **OR** Completion of a Master's Degree program in museum studies, photographic preservation and collections management, or library and archival sciences AND an undergraduate degree from a related Toronto Metropolitan University program.
- Incumbent must have graduated from TMU within the last two years (2024, 2025).
- Minimum of 6 months relevant work experience in a museum, gallery, or archive setting.
- Basic knowledge of proper handling, housing, and storage of modern and historical photographic works.
- An understanding of, and ability to apply, standards of archiving, cataloging, and collections care.
- Familiarity with collections database programs.
- Comprehensive computer skills including familiarity with various operating platforms (i.e. MAC and PC) and applications such as Adobe Suite, Google Workspace and Microsoft Office.
- Excellent communication and organizational skills.
- The ability to work both independently and within a team setting.
- A focused, detail-oriented approach to assigned work.
- Strong analytical, research and problem-solving skills.

Additional details

Position number	20004733
Reports to	Manager, Collections and Registration
Department	The Image Centre
Work Location	Hybrid
Vacancy Type	Term
Employee Group	OPSEU
Start Date	ASAP
End Date	Two years from start date, non-renewable
Hours of Work	36.25
Grade	8
Salary Scale	\$59,713.45-\$71,300.98
Hiring Salary Range	\$59,713.45-\$65,250.51
Posting Date	February 23, 2026
Application close date	March 9, 2026

Additional Notes:

- An equivalent combination of education and experience may be considered.
- Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis.
- Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.
- We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications.
- As part of the selection process, candidates may be required to complete an occupational assessment.

- Applications will only be accepted online through Toronto Metropolitan University's career site.
- 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: hr@torontomu.ca. All information received in relation to accommodation will be kept confidential.