



JOB DESCRIPTION

Job identification

Job Title :	Research Assistant
Division :	Office of the Director
Immediate superior :	Director
Status :	Contractual (3 years), full time (35hrs/week)
Posting period:	18 to 27 June 2021
Job entry :	July 2021

Job summary

Strengthened by its extensive Collection (archives, prints & drawings, photography and new media, library holdings) and based on its exhibitions, programs, and research opportunities, the Canadian Centre for Architecture (CCA) is a leading voice in advancing knowledge, promoting public understanding, and widening the debate on architecture, its history, theory, practice, and role in society today.

The responsibilities of this job include conducting research projects, curatorial and editorial work and fulfilling an institutional role under the supervision of the Director. The Research Assistant is responsible for assisting the Director in a variety of non-administrative tasks which may include preparing resources and materials for the research and content development, writing and editing texts, letters, visual aids and programs in support of the research activities and required documentation for the Office of the Director.

Key responsibilities

- Assists the Director with all the research, lectures and writing projects
- Carries out research, proposes and creates content associated with architecture research in line with CCA vision and content priorities
- Conduct in-depth library/archival research
- Prepares visuals, reports and written materials for presentations geared to different publics (Academic, Board of trustees, curatorial activities)
- Check facts, proofreads, writes and edits documents to ensure accuracy for publications, editorials and presentations
- Develops and prepares all tools needed for research, including comprehensive bibliography and updated research files
- Contributes to developing content for CCA programs with the CCA's Director or other Curators if required
- Coordinates projects and tasks with the Executive assistant, Office of Director, concerning timelines and deliverables
- Assists in grant preparation and follow-up

Required qualifications

- Education: Bachelor's degree in architecture, history of architecture, art history or related fields
- Number of years of relevant work experience: 1 to 3 years of research capacity
- Excellent knowledge of spoken and written French and English
- Excellent research and written communication skills, ability to write and revise documents
- Experience in carrying out research projects related to architecture



Centre Canadien d'Architecture / Canadian Centre for Architecture

- Experience with international museums and architecture institutions is an asset
- Familiarity with museum operations, collections management and experience in handling objects is an asset
- Ability to work independently, accurately and to problem solves methodological issues that arise during the course of the research.
- Ability to apply sound research methodology
- Interpersonal skills and an ability to relate to a broad range of people
- Willingness to work collaboratively and a commitment to meeting deadlines
- Excellent computer skills and database knowledge

Please submit your application (resume and cover letter, in English or French) by email to rh@cca.qc.ca to the attention of People and Culture division of Canadian Centre for Architecture, 1920 rue Baile, Montreal (Quebec) H3H 2S6. **The application deadline is 27 June 2021.** Only successful applicants will be contacted. Please do not call.

The CCA is an equal opportunity employer and encourages diversity. The CCA invites anyone with the qualifications listed in the job posting to apply.

For all CCA existing job opportunities, visit our [website](#).