

**DEPARTMENT OF ARTS, CULTURE AND MEDIA**  
**University of Toronto Scarborough**  
**CUPE 3902, UNIT 1, TEACHING ASSISTANT VACANCIES**

**ARTS MANAGEMENT**  
**FALL 2024**

**Posted on: June 26, 2024**  
**Applications Due: July 18, 2024**

The following teaching assistant positions are available in the Department of Arts, Culture and Media at the University of Toronto Scarborough for the Fall 2024 academic session. The jobs are posted in accordance with the Collective Agreement between The Governing Council of the University of Toronto and the Canadian Union of Public Employees, Local 3902 (unit 1). Please note that the positions below are tentative, pending final course determinations and enrolments.

Applications must be submitted electronically, with a cover letter outlining your qualifications and a current curriculum vitae via [https://www.utoronto.ca/webapps/taship/modules/postings/postings.php?s\\_a=true](https://www.utoronto.ca/webapps/taship/modules/postings/postings.php?s_a=true)

The interim Chair of the Department, Professor Jas Rault, will make any and all offers of employment on behalf of the Department of Arts, Culture and Media.

Sessional Dates (excluding Exam period): Sep. 3 – Dec. 3

In accordance with the current CUPE 3902 collective agreement, the rate of pay applicable for T.A. classifications SGSI/SGSII will be \$51.93 per hour plus 4% vacation pay. *Please note that should rates stipulated in the collective agreement vary from rates stated in this posting, the rates stated in the collective agreement shall prevail*

<b>Course Code, Title and Description</b>	<b>Timetable</b>	<b>Course Enrolment (est.)</b>	<b>Number of Positions (est.)</b>	<b>Size of Appointment in Hours (est.)</b>	<b>Minimum Qualifications</b>	<b>Duties</b>	<b>Relevant Criterion</b>
<b>VPAA10H3F</b> <b>Introduction to Arts and Media Management</b> An introduction to the theories and practices of arts and media management within the not-for-profit, public, and social enterprise sectors. It is a general survey course that introduces	<b>LEC 01</b> In-Person <b>TU 5-7PM</b>  <b>Tutorials</b> <b>WE 9-10AM</b> <b>WE 1-2PM</b> <b>WE 2-3PM</b> <b>WE 7-8PM</b> <b>WE 8-9PM</b>	300	Up to 6	Up to 82 hours	Graduate student or postdoctoral fellow in Arts Management, Media Management, or in Arts, Culture, or Media Studies, or a related field. Good prior knowledge of the subject matter of the field gained	Leading weekly tutorials. Grading assignments and tests. Responding to student inquiries. Additional responsibilities (such as leading in-person or virtual discussions, managing student groups, etc.) as deemed appropriate by the instructor.	Previous experience is the more relevant criterion than the need to acquire experience in respect of this posted position.

the broad context of arts and media management in Canadian society and the kinds of original research skills needed for the creative and administrative issues currently faced by the arts and media community.					through studies and/or paid or volunteer work experience. Prior grading experience is an asset.		
<p><b>VPAB10H3F Equity and Inclusivity in Arts and Media Organizations</b></p> <p>An introduction to equity, inclusivity and diversity as it relates to organizational development and cultural policymaking in arts and media management. This course will take students through an overview of critical theories of systemic power and privilege, including those of race, gender, socio-economic status, sexual orientation or identity, age, ability/disability and religion and examine how these impact varied creative working environments and institutions.</p>	<p><b>LEC 01</b> In-Person WE 10AM-1PM</p>	86	1	Up to 90	Graduate student or postdoctoral fellow in Arts Management, Media Management, or in Arts, Culture, or Media Studies, or a related field. Good prior knowledge of the subject matter of the field gained through studies and/or paid or volunteer work experience. Prior grading experience is an asset.	Marking assignments and tests. Additional responsibilities as deemed appropriate by the instructor in running classes such as discussion boards, coaching students in spreadsheet software use and financial management during office hours, student admin, etc.	Previous experience is the more relevant criterion than the need to acquire experience in respect of this posted position.
<p><b>VPAB13H3F Financial Management for Arts Managers</b></p> <p>An introduction to</p>	<p><b>LEC 01</b> In-Person TH 9AM-12PM</p>	120	1	Up to 110	Graduate student or postdoctoral fellow in Arts Management,	Marking assignments and tests. Additional responsibilities as deemed appropriate by	Previous experience is the more relevant criterion than the need to acquire

financial management basics and issues faced by arts and cultural managers, using examples and exercises to introduce basic accounting concepts, financial statement preparation and analysis, internal control and management information systems, budgeting and programming, cash and resource management, and various tax-related issues.					Media Management, or in Arts, Culture, or Media Studies, or a related field. Good prior knowledge of the subject matter of the field gained through studies and/or paid or volunteer work experience. Prior grading experience is an asset.	the instructor in running classes such as discussion boards, coaching students in spreadsheet software use and financial management during office hours, student admin, etc.	experience in respect of this posted position.
<b>VPAB16H3F Managing and Leading in Cultural Organizations</b> An introduction to the theories and practices of organizational development through arts and media governance, leadership, employee, and volunteer management, using examples from the field. Includes training in original research for professional report-writing through individual and group exercises.	<b>LEC 01</b> In-Person FR 9AM-12PM	225	Up to 3	Up to 85	Graduate student or postdoctoral fellow in Arts Management, Media Management, or in Arts, Culture, or Media Studies, or a related field. Good prior knowledge of the subject matter of the field gained through studies and/or paid or volunteer work experience. Prior grading experience is an asset.	Marking assignments and tests. Additional responsibilities as deemed appropriate by the instructor in running classes such as discussion boards, coaching students in spreadsheet software use and financial management during office hours, student admin, etc.	Previous experience is the more relevant criterion than the need to acquire experience in respect of this posted position.
<b>VPAB18H3F Becoming a Producer</b> An introduction to the producing functions in the arts and in media	<b>LEC 01</b> In-Person WE 12-3PM	225	Up to 3	Up to 78 hours	Graduate student or postdoctoral fellow in Arts Management, Media	Marking assignments and tests. Additional responsibilities as deemed appropriate by the instructor in	Previous experience is the more relevant criterion than the need to acquire experience in

<p>management. The course will cover the genesis of creative and managing producers in arts and media, and what it is to be a producer today for internet, television, radio and some music industry and social media environments or for arts and media creative hubs, or for non-profit performing and multi-disciplinary theatres in Canada that feature touring artists. Includes individual and group skill-building in sector research to develop and present creative pitch packages and/or touring plans.</p>					<p>Management, or in Arts, Culture, or Media Studies, or a related field. Good prior knowledge of the subject matter of the field gained through studies and/or paid or volunteer work experience. Prior grading experience is an asset.</p>	<p>running classes such as discussion boards, coaching students in spreadsheet software use and financial management during office hours, student admin, etc.</p>	<p>respect of this posted position.</p>
<p><b>VPAC16H3F Contracts and Copyright</b> A study of essential legal and practical issues relevant to the arts and media workplace, with a particular focus on contracts, contract negotiation, and copyright.</p>	<p><b>LEC 01</b> In-Person TU 9AM-12PM</p>	<p>140</p>	<p>1</p>	<p>Up to 108</p>	<p>Graduate student or postdoctoral fellow in Arts Management, Media Management, or in Arts, Culture, or Media Studies, or a related field. Good prior knowledge of the subject matter of the field gained through studies and/or paid or volunteer work experience. Prior grading experience is an asset.</p>	<p>Marking assignments and tests. Additional responsibilities as deemed appropriate by the instructor in running classes such as discussion boards, coaching students in spreadsheet software use and financial management during office hours, student admin, etc.</p>	<p>Previous experience is the more relevant criterion than the need to acquire experience in respect of this posted position.</p>

<p><b>VPAC17H3F Marketing in the Arts and Media</b> An advanced study of marketing in the arts and media sectors. Through group and individual assignments including the development of a marketing and promotions plan, this course facilitates a sophisticated understanding of the knowledge and skills required for arts and media managers to be responsive to varied market groups and changing market environments and successfully bring creative and cultural production and audiences together.</p>	<p><b>LEC 01</b> In-Person FR 12-3PM</p>	<p>135</p>	<p>Up to 2</p>	<p>Up to 68</p>	<p>Graduate student or postdoctoral fellow in Arts Management, Media Management, or in Arts, Culture, or Media Studies, or a related field. Good prior knowledge of the subject matter of the field gained through studies and/or paid or volunteer work experience. Prior grading experience is an asset.</p>	<p>Marking assignments and tests. Additional responsibilities as deemed appropriate by the instructor in running classes such as discussion boards, coaching students in spreadsheet software use and financial management during office hours, student admin, etc.</p>	<p>Previous experience is the more relevant criterion than the need to acquire experience in respect of this posted position.</p>
<p><b>VPAC21H3F Special Topics in Arts Management I</b> Special topics for intensive practical, theoretical and/or experiential study of some specific aspects of Arts Management. The topic(s) to be explored in this course will change from session to session.</p>	<p><b>LEC 01</b> In-Person TH 6-9PM</p>	<p>180</p>	<p>Up to 2</p>	<p>Up to 68</p>	<p>Graduate student or postdoctoral fellow in Arts Management, Media Management, or in Arts, Culture, or Media Studies, or a related field. Good prior knowledge of the subject matter of the field gained through studies and/or paid or volunteer work experience. Prior grading experience</p>	<p>Marking assignments and tests. Additional responsibilities as deemed appropriate by the instructor in running classes such as discussion boards, coaching students in spreadsheet software use and financial management during office hours, student admin, etc.</p>	<p>Previous experience is the more relevant criterion than the need to acquire experience in respect of this posted position.</p>

					is an asset.		
--	--	--	--	--	--------------	--	--

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons/persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

Candidates who are members of Indigenous, Black, racialized and LGBTQ2S+ communities, persons with disabilities, and other equity seeking groups are encouraged to apply, and their lived experience shall be taken into consideration as applicable to the position.

The University of Toronto invites all qualified applicants to make application.

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission. The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact [uoft.careers@utoronto.ca](mailto:uoft.careers@utoronto.ca). During employment, to request accommodation from the University, contact the supervisor or department chair and/or Health & Wellbeing Programs & Services at [hwb@utoronto.ca](mailto:hwb@utoronto.ca). For more information about accommodations at U of T, please visit our Accommodation webpage.

All jobs are posted in accordance with the CUPE 3902 Unit 1 Collective Agreement. It is understood that some announcements of vacancies are tentative, pending final course determinations and enrollment.

Positions posted here are open to Graduate Students in the School of Graduate Studies, Postdoctoral Fellows and Undergraduate Students in the University of Toronto.

Applications are to be completed on-line complete with a resume/curriculum vitae attached.

Note: All positions involve completion of all course grading. You must be available throughout the exam period as exams are scheduled centrally and individual preferences for exam times/dates cannot always be accommodated.