



Marion Nicoll, *Spring* (detail view), 1959, Collection of Glenbow.

JR Shaw Institute for Art in Canada Internship Program

Temporary Full-time: 37.5 hours a week from June 2, 2025 to August 8, 2025

Compensation: \$16.5608 per hour

Hiring Manager: Jocelyn Anderson, Director, JR Shaw Institute for Art in Canada

Closing Date: February 28, 2025

To apply, please submit your resume, transcript, and personal statement at Glenbow.org/Careers (please see below for more information).

Glenbow is an equal opportunity employer and values different perspectives, backgrounds, identities, and lived experiences. We are committed to building a diverse team and encourage candidates from underrepresented groups to apply. Should you have special accommodation needs, please let us know.

About Glenbow

Glenbow is an arts and culture museum undergoing a complete reimagining of what a museum can be. Every member of our team, regardless of job title, is focused on serving our community and reimagining the museum experience.

Our team is passionate about making art accessible to everyone. We are dedicated community builders, working to shape the future of arts and culture in Calgary and beyond. Working at Glenbow also means being part of an organization that recognizes its role in reconciliation and is working toward building an equitable community.

About the JR Shaw Institute for Art in Canada

The JR Shaw Institute for Art in Canada at Glenbow is dedicated to celebrating art in Canada by engaging communities in creative exhibitions and programs, advancing artistic practices, fostering research and inquiry, and providing opportunities for diverse voices.

Created thanks to a \$10 million endowment from Shaw Family Foundation, the Institute is devoted to supporting art and artists in Canada. It will feature annual exhibitions, an artist-in-residence program, a research fellowship, opportunities for further study through an internship program, programs for children, and artist-in-conversation events. Through its programs, the Institute will represent stories of art and artists and engage with ideas and artistic expressions that shape Canada today.

Glenbow

**JR SHAW
INSTITUTE** FOR ART
IN CANADA

The Internship

The JR Shaw Institute for Art in Canada Internship Program was established to give students opportunities at Glenbow. By working on projects with team members across the museum, conducting in-depth research on art in Canada, and exploring current issues facing art galleries and museums across the country, interns will develop foundational skills and knowledge for their future careers.

Reporting to the Director of the JR Shaw Institute for Art in Canada, interns will work extensively with collections and archives at Glenbow. No previous experiences working in a museum or gallery or study in these areas are required, but a passion for the visual arts is essential. You will have multiple opportunities to work with people engaged in reimagining Glenbow, and it is important to come to the program excited about the possibilities for museums in the future. The team at Glenbow is deeply committed to making the organization radically accessible and engaged with diverse communities, and interns must come prepared to contribute to this work with enthusiasm, creativity, and integrity.

Program Structure

The JR Shaw Institute for Art in Canada Internship Program has three core components, and interns will be expected to actively participate in all of them. The program elements are:

- **Department Projects:** Though this program is hosted by the JR Shaw Institute for Art in Canada, interns will have the opportunity to work on projects led by multiple departments at Glenbow. Specific projects are confirmed during orientation, but interns can expect to work with staff from Collections & Curatorial, Finance, People & Culture, External Relations & Marketing, Production, Advancement, Visitor Experience, and/or Programming.
- **Research Study:** Working as part of a team conducting research on art in Canada, interns will develop research projects that explore key areas of Glenbow's art collections and support future projects. At the conclusion of the program, interns will have opportunities to present their projects.
- **Decolonization and Reconciliation:** At Glenbow, reconciliation is one of our core values and we are committed to decolonizing the museum. Interns will participate in a program every other week that is designed to learn about reconciliation in museums and art galleries in Canada today. Activities may include time with Elders, land-based learning, researching repatriation, and/or discussing decolonizing curating principles.

Eligibility

The JR Shaw Institute for Art in Canada Internship Program is open to current undergraduate students and individuals who have completed an undergraduate degree within the last twelve months. Previous experience working in a museum is not expected, and in-depth knowledge of art in Canada is not a requirement. Applicants must be 18 years of age or older. As well, applicants must be legally authorized to work in Canada and may be requested to provide proof during the recruitment process.

How to Apply

To apply for the JR Shaw Institute for Art in Canada Internship Program, applicants must visit Glenbow.org/Careers and be prepared to submit the following elements:

- **CV:** Please ensure your CV includes all relevant lived experiences that you wish to share with the selection committee – feel free to go beyond education or work experience.
- **Transcript:** Please submit an academic transcript. Shortlisted candidates will be asked to provide an academic reference.
- **Personal Statement:** Please write a personal statement telling us about why this program interests you and how it will contribute to your career goals. What are you most interested in learning about? What experiences have inspired you? What will you bring to projects and conversations about radical accessibility and reimagining the museum? Make sure you tell us anything you want us to know about you! Please write up to 500 words, or, if you prefer to submit a video statement, please submit a link to a video that is no more than 5 minutes in length.

To see how your application’s personal statement will be evaluated, please review the following rubric.

Criteria	1 = Acceptable	2 = Strong	3 = Outstanding
Clear goals for professional and personal development.	Applicant speaks to goals and interests enthusiastically but vaguely.	Applicant identifies a specific long-term goal.	Applicant identifies at least one specific professional development goal and one topic they are interested in learning more about during the program.
Commitment to community and accessibility.	Application discusses accessibility and/or community inclusivity in general terms.	Application discusses accessibility with some specificity and includes at least one example of personal engagement in community-based initiatives.	Application highlights demonstrable knowledge of multiple aspects of accessibility and/or gives more than one example of personal engagement with community.
Interest in arts and culture experiences.	Applicant speaks to an interest in arts and culture.	Applicant gives at least one example of how arts and culture experiences have been important to them and fueled their passion for arts and culture.	Applicant gives more than one example that illustrates their interest in arts and culture and makes a connection between these experiences and their interest in the program.

Relevant experiences for teamwork.	Applicant speaks to their interest in being part of a team in general terms.	Applicant gives an example of how they have contributed meaningfully to a team.	Applicant gives at least one example of how they have contributed meaningfully to a team and what personal skills were required in that situation.
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Applications to the JR Shaw Institute for Art in Canada Internship Program close on February 28, 2025. Shortlisted candidates will be contacted by March 14, 2025 and invited for an interview. Interviews can be conducted in person or virtually, depending on the candidate's location and requirements.

Frequently Asked Questions

Are the internships paid positions?

Yes, the JR Shaw Institute for Art in Canada Internship Program offers paid positions, which are funded through a generous gift from Shaw Family Foundation.

How does the academic transcript influence how an application is assessed?

Applications are not ranked based on GPA. However, the selection committee will consider how your transcript connects to topics you are discussing in your personal statement, particularly concerning goals you describe and your commitment to your education.

I haven't taken any courses in Canadian or Indigenous art – can I still apply? I don't know what I would research.

Absolutely. Applicants are not expected to have taken courses in these areas, and no preference will be given to applicants who have done so. What is important is that you have a genuine interest in visual arts and in museums and galleries. This might take many forms, from experimenting with artmaking to being fascinated with the tourism and culture industry. Research topics will be developed in discussion with staff to align with Glenbow's curatorial vision.

I'm in a Museum Studies program – can I get academic credit for this internship?

This depends on the requirements of your program. You are encouraged to share this posting text with your supervisor to discuss this and the Director of the JR Shaw Institute for Art in Canada is available to answer any questions you have. Please note that the program structure is fixed and cannot be adapted, but if the structure does meet your program requirements, Glenbow will provide support in documenting it for your institution.

I'm planning to take a class this summer – can I still do the internship?

Interns are expected to be working with Glenbow five days a week, from 8:30 a.m. to 4:30 p.m. You would not be able to undertake any other activities during those hours.

I'm interested, but in thinking about my future, I am not sure what kinds of career opportunities museums have – what are some of the jobs at museums?

There are many, and they are wide-ranging! Here is a brief list: curator, conservator, Indigenous programming specialist, registrar, exhibition designer, graphic designer, educator, computer specialist, database manager, communications specialist, marketing specialist, digital content specialist, accountant, audio visual technician, production technician, development coordinator, photographer, membership coordinator, visitor experience leader, programming specialist, community engagement specialist...and many more.

I still have questions – where can I find out more about the program?

Watch Glenbow's social media for notices of virtual information sessions or reach out to Jocelyn Anderson, Director of the JR Shaw Institute for Art in Canada, at janderson@glenbow.org.