

Curatorial Assistant, Indigenous Studies & World Cultures

Full-Time, One-Year Term Position

Closing Date: September 23, 2025

CUPE Local 1645

Salary Grade 6

\$2,220.40 - \$2,812.72 bi-weekly

To apply, please submit your resume and cover letter to careers@glenbow.org.

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.

The Opportunity

Reporting to the Manager, Curatorial, the **Curatorial Assistant, Indigenous Studies & World Cultures** is responsible for collections documentation and maintenance, exhibition support, and administrative duties related to Glenbow's Indigenous Studies and World Cultures collections. These collections include cultural belongings and objects from Nations and communities across southern Alberta, Canada, and the world.

Key Responsibilities

Documentation of Collections

- Conduct research, develop standards, and maintain the collections management system.
- Ensure appropriate organization and documentation of objects.

Maintenance of Collections

- Maintain, monitor, and prepare objects for storage, loans, and exhibitions.
- Support preventive conservation of collections.

Exhibition Support

- Respond to exhibition and program inquiries related to the Indigenous Studies and World Cultures collections.
- Assist with exhibition development.
- Collaborate with Glenbow team to curate small exhibitions or sections of exhibitions.

Community Access to Collections and Research Visits

- Facilitate access to the Indigenous Studies and World Cultures collections in person and through written documentation, guided tours, research visits, and the collections management system.
- Demonstrate a high level of emotional intelligence, responding appropriately to visitor emotions while maintaining a professional, empathetic, and neutral approach in the care and safeguarding of belongings.
- Adjust communication and engagement approaches to respectfully meet the needs of diverse visitor groups, with sensitivity to cultural and ethnic backgrounds.

Administrative

- Plan and participate in projects as needed.
- Monitor volunteers and term employees as required.

Qualifications

Education and Experience

- Bachelor's degree in History, Museum Studies, Indigenous Studies, Art History, Anthropology, Archaeology, Global Studies, or equivalent.
- Two to three years related experience in museum practices and methods, including object handling best practices, care, and storage.
- Experience with museum and exhibition practices, including developing, planning, and implementing exhibitions.
- Experience working with database systems for museums and inventory control, including bar-coding.

Knowledge, Skills, and Abilities

- Proficient time management and organizational skills.
- Adaptability to tight deadlines, varying workloads, and frequent changes in priorities.
- Exceptional interpersonal skills with a focus on customer service, networking, stewardship, public relations, mentorship, and team building.
- Creativity and the ability to generate new ideas, approaches, or techniques that improve the organization.
- Experience consulting with Indigenous communities an asset.