

## Conservation Technician

**Full-Time, 12-Month Term Position**

**Hiring Manager:** Manager, Conservation

**Closing Date:** January 2, 2026

**Salary Grade:** SG5 (\$25.15/hour)

To apply, please submit your resume and cover letter to [careers@glenbow.org](mailto: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, Conservation, the **Conservation Technician** supports Conservators across all specialties – paintings, paper, objects, and textiles – by assisting with preventive conservation and treatment of Glenbow's collections. Under the guidance of Conservators in each specialty area, this role supports the care and management of art, objects, and belongings, including dusting, exhibition and loan preparation, photographic documentation, storage mount fabrication, and storage area maintenance.

As a member of Glenbow's Collections & Curatorial team, the Conservation Technician plays a key role in assessing, preparing, and caring for Glenbow's art, objects, and belongings. The role involves ongoing handling, relocation, documentation, and reporting of objects to support the museum's preparation for reopening.

## Key Responsibilities

### Preventive Conservation (40%)

- Perform preventive conservation activities alongside Conservators or independently with their guidance.

- Maintain appropriate environmental conditions in exhibition and storage areas, including pest control, dusting collection items and storage units, preparing storage mounts, and ensuring proper housing of the collection across all storage areas.
- Determine treatment strategies to ensure the safety and longevity of the collection.
- Maintain health and safety of self and others by following established policies and procedures.

## **Documentation and Treatment (30%)**

- Work with Conservators or independently with their guidance to assess and document the material and condition of art, objects, and belongings from all collection areas using written, photographic, and instrumental methods.
- Support or perform treatments under the direction of Conservators, ensuring detailed documentation before, during, and after treatment.
- Follow conservation guidelines and/or provide alternative solutions in alignment with conservation standards and ethics.

## **Condition Reports (20%)**

- Assist Conservators or work independently with their guidance to complete condition reports for incoming loans and travelling exhibitions. Identify and flag any new damage or changes in condition and complete written and photographic documentation as required.
- Assist Conservators or work independently with their guidance to complete condition reports for outgoing loans from Glenbow's collections, including written and photographic documentation as required.

## **Other Duties (10%)**

- Following the guidance of Conservators, provide training to staff and volunteers on the care and handling of art, objects, and belongings.
- Respond to public and staff inquiries after consulting with Conservators.
- Conduct conservation-focused tours for staff, public visitors, and school programs.
- Research and recommend appropriate conservation materials and supplies for purchase.
- Assist with updating conservation-focused areas of the Emergency Response Plan as needed.
- Perform other duties as assigned.

## **Qualifications**

- Completion of a diploma in Museum Studies or Cultural Heritage required.
- Minimum three months of related experience required to understand proper collections handling and detection of damage.
- Familiarity with the *Code of Ethics and Guidance for Practice* for professional Canadian conservators.

- Understanding of relevant health and safety standards.
- Experience with conservation techniques and practices.

## Key Competencies

- Competence in the care and handling of artifacts, artworks, and belongings.
- Demonstrated ability to work with conservation equipment, including digital cameras.
- Ability to multitask, work in a fast-paced environment, and manage changing and urgent deadlines related to exhibition and/or loan preparation.
- Proficiency with Microsoft Office and the willingness and ability to learn museum database system (Argus).
- Exposure to and experience using hand tools.
- Ability to follow instructions and ask for clarification or assistance when needed.

## Working Conditions

- Most of this position's work takes place in collections storage areas with exposure to some dust and dirt.
- Personal protective equipment (PPE) may be required, including gloves, masks, protective clothing (to be provided) and ventilation equipment, including fume hood, spray booth, and extraction arm.
- Sustained concentration is required while carrying out treatment processes, whether seated, standing, or alternating between both.
- Bending, stretching, climbing ladders, and lifting objects weighing up to 30 lbs is to be expected.
- Manual dexterity is essential for handling art, objects, and belongings and performing treatments.
- Adequate vision, with eyeglasses if required, is necessary to detect damage or deterioration of art and objects during treatment activities.
- Work may involve exposure to art, objects, or belongings that could cause emotional discomfort.
- Travel to and from Glenbow's storage warehouse in Calgary may be required.
- Though work primarily takes place during regular daytime hours, on-call availability may be required during collections-related emergencies such as leaks, flooding, pests, or fires.
- Some of this position's work takes place in a laboratory environment with regular observation by visitors, staff, donors, and stakeholders.