

Assistant Conservator, Paintings & Sculptures

Full-Time, 12-Month Term

Hiring Manager: Manager, Conservation

Closing Date: February 10, 2026

Salary: SG6 (\$29.61)

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, Conservation, the **Assistant Conservator, Paintings & Sculptures** carries out treatment of paintings and sculptures, preventive conservation, examination, and research in Glenbow's collection under the guidance of the Manager, Conservation and/or Conservator. The Assistant Conservator, Paintings & Sculptures is responsible for conservation-related activities associated with storage, exhibitions, loans, new acquisitions, and travelling exhibitions. As part of preventive conservation, the Assistant Conservator, Paintings & Sculptures provides guidance on the care of the collection, including maintaining appropriate environmental conditions in storage and exhibition areas, as well as the proper maintenance and storage of paintings and sculptures. The Assistant Conservator, Paintings & Sculptures also provides training, assistance, and advice to staff on the proper handling of the collection.

As a member of Glenbow's Collections & Curatorial Team, the Assistant Conservator, Paintings & Sculptures plays a key role in assessing, conserving, and caring for artworks, objects, and belongings in Glenbow's collection. The role involves ongoing handling, conservation interventions, documentation, and reporting of objects to support the museum's preparations for reopening.

Key Responsibilities

Responsibility 1: Preventive Conservation & Collection Care

- With guidance, implements conservation strategies that support broader public access to Glenbow's collections.
- Shares responsibility with fellow Conservators and Assistant Conservators to monitor environmental conditions in storage and exhibition areas, including liaising with the Calgary Telus Convention Centre and providing liaison and backup support for integrated pest management.
- Collaborates with Collections & Curatorial staff to develop and implement appropriate storage methods for paintings and sculptures.
- Works closely with exhibition teams, Curators, Designers, and Production staff to ensure appropriate display solutions for paintings and sculptures.
- Collaborates with Curators and Production staff to develop suitable packing methods for paintings and sculptures travelling on loan.
- Provides specialized advice and hands-on assistance related to the preventive conservation of paintings and sculptures on loan.
- Advises Glenbow staff on conservation considerations related to their specific job responsibilities.
- Responds to and assists with emergencies in storage and exhibition areas as required.
- Delivers care and handling training to museum staff, interns, and volunteers.
- Supports the training and mentorship of interns and volunteers.

Responsibility 2: Conservation Treatment and Research

- Assesses and prioritizes conservation treatment needs for collection paintings and sculptures; prepares treatment proposals; consults with Collections & Curatorial staff, the Conservator, and the Manager, Conservation on treatment options; and carries out approved conservation treatment.
- Completes, maintains, and updates conservation records and conservation database related to examination and treatment, including photographic documentation.
- Supports new acquisitions (donations and purchases) by conducting condition assessments, advising Collections & Curatorial staff on painting and sculpture conditions, carrying out necessary conservation treatments, and recommending appropriate storage requirements.
- Undertakes conservation work related to exhibitions, including condition assessment and treatment of paintings and sculptures, and communicates specific handling, mounting, and display requirements to Collections & Curatorial and Production staff.
- Carries out conservation work for outgoing loans, including condition assessments of requested paintings and sculptures, documentation of concerns, treatment and condition reporting, communication with internal colleagues regarding loan progress, and advising borrowing institutions on display and care requirements.

- Carries out conservation work for incoming loans, including condition reporting, communication of any concerns, and ensuring lender display and care requirements are met.
- Conducts research into painting and sculpture materials, fabrication techniques, and conservation treatment methods.

Responsibility 3: Professional Development

- Stays current with emerging conservation techniques, materials, and processes, and applies relevant advances to the care and treatment of paintings and sculptures.
- Participates in workshops, conferences, and seminars, and consults with colleagues at Glenbow and other institutions as appropriate.

Responsibility 4: Administrative

- Contributes to the effective operation and upkeep of the conservation workspace, ensuring compliance with health and safety standards.
- Assists in the development, maintenance, and implementation of the collections component of the Glenbow Emergency Preparedness Plan.
- Supports the ongoing maintenance of the paintings and sculptures laboratory and orders supplies as required.
- Shares responsibility with Conservators and Assistant Conservators for maintaining Safety Data Sheet (SDS) files.
- Develops and documents conservation-related procedures under the direction of the Conservator.
- Shares responsibility with Conservators and Assistant Conservators for the development and upkeep of the conservation library and reference files.
- Provides support to term and casual staff working in the objects laboratory.

Responsibility 5: Public Service

- Assists in providing specialist conservation advice to other institutions and members of the public.
- Delivers conservation-related tours, presentations, and school programs.
- Assists in the development and ongoing maintenance of the conservation behind-the-scenes exhibition.

Responsibility 6: Other

- Performs other duties, responsibilities, and tasks as required or assigned.

Qualifications

- Master's degree or graduate degree in Conservation (Paintings) from a recognized conservation training program or equivalent.
- Minimum 2-3 years of professional experience in painting and sculpture conservation.

- Working knowledge of the Code of Ethics and Guidance for Practice of the Canadian Association for Conservation of Cultural Property (CAC) and the Canadian Association of Professional Conservators (CAPC).
- Demonstrated experience in photography and digital image documentation for conservation purposes.
- Working knowledge in using conservation equipment, including but not limited to fume hoods, spray booths, and polarized microscopes.
- WHMIS training an asset.
- Accreditation with the Canadian Association of Professional Conservators (CAPC) an asset.
- Experience working with collections databases an asset.

Key Competencies

- Demonstrates a high level of precision and attention to detail to ensure work is consistently correct and reliable.
- Ability to manage multiple tasks and meet tight deadlines while maintaining high conservation standards.
- Ability to work both independently and collaboratively with team members.
- Communicates clearly, concisely, and effectively in written materials and documentation.

Working Conditions

- Must be able to stand for extended periods, bend, stretch, and safely ascend and descend ladders.
- Capable of lifting, carrying, pushing, or pulling objects weighing over 20 lbs without mechanical assistance.
- Frequent use of manual dexterity is required, comprising the majority of work activities (over 75% of the time).
- Comfortable working in environments that may involve exposure to dust, pests, mold, or chemicals, and able to wear personal protective equipment as required.
- Comfortable working in an open lab environment visible to the public.