

## Conservator, Paper

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

**Hiring Manager:** Manager, Conservation

**Closing Date:** January 30, 2026

**Salary Grade:** SG7 (\$32.64/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 **Conservator, Paper**, is responsible for preventive conservation, examination, research, and treatment of *works on paper* in the permanent collections. The role oversees all conservation-related activities for storage, exhibitions, loans, new acquisitions, and travelling exhibits. Responsibilities include advising on collections care, maintaining appropriate environmental conditions in storage and exhibit spaces, ensuring proper works on paper maintenance and storage, and providing training and guidance to staff on safe handling practices.

This position contributes to Glenbow's ongoing transformation and development of new museum experiences. As a member of the Collections and Curatorial Team, the Conservator, Paper plays a key role in assessing, conserving, and caring for Glenbow's artifacts, artworks, and belongings. The role involves ongoing handling, conservation interventions, documentation, and reporting of objects to support the museum's preparation and public re-opening.

## Key Responsibilities

### Responsibility 1: Preventive Conservation & Collection Care

- Develops innovative and creative conservation solutions to improve public access to the collections while ensuring conservation standards.
- Collaborates with fellow conservators to monitor environmental conditions in storage and exhibition areas, including but not limited to coordination with the Calgary Telus Convention Centre and support for integrated pest management.
- Partners with collections staff to develop appropriate storage techniques for works on paper.
- Works with exhibit teams, curators, designers, and production staff to develop safe and effective display solutions for works on paper.
- Collaborates with curators and production staff to design and implement suitable packing techniques for outbound loans.
- Provides specialist guidance and support for the preventive conservation of works on paper on loan.
- Advises staff on conservation best practices related to the handling and care of works on paper.
- Responds to collection-related emergencies in storage and exhibition areas.
- Delivers care and handling training to staff, interns, and volunteers.
- Supports the training and mentorship of volunteers and interns.

### Responsibility 2: Conservation Treatment and Research

- Identifies and prioritizes conservation needs for works on paper, prepares treatment proposals, consults with curatorial and conservation management, and performs conservation treatments on artifacts.
- Maintains accurate and complete conservation records and the conservation database, including but not limited to photographic documentation of examinations and treatments.
- Oversees conservation work for new acquisitions (donations and purchases), including but not limited to conducting condition assessments, advising curatorial staff, treating works on paper as required, and recommending appropriate storage and environmental requirements.
- Coordinates conservation activities for exhibitions, including but not limited to condition assessments, treatments, and communication with collections and production staff regarding handling and display requirements.
- Manages conservation work for outgoing loans by completing condition assessments, documenting concerns, performing treatments, preparing condition reports, tracking loan progress, and advising borrowing institutions on display and care standards.
- Oversees conservation work for incoming loans by completing condition reports, communicating any issues, and ensuring lender display and care requirements are met.
- Conducts research on works on paper materials, construction techniques, and conservation methods to inform treatment decisions.

## Responsibility 3: Professional Development

- Stays current with emerging conservation techniques, materials, and best practices, applying new approaches to the care and treatment of the works on paper collection.
- Participates in workshops, conferences, and professional seminars, and collaborates with colleagues within the institution and across the museum field, as required.

## Responsibility 4: Administrative

- Oversees the daily operation and upkeep of the conservation workspace, ensuring compliance with all health and safety standards.
- Contributes to the development, maintenance, and implementation of the collections component of the museum's Emergency Preparedness Plan.
- Supports the Manager, Conservation by contributing with fellow conservators to the development, administration, and monitoring of the conservation budget.
- Maintains the conservation laboratory and orders tools, materials, and supplies as required.
- Shares responsibility with other conservators for maintaining and updating Safety Data Sheet files.
- Recommends and documents conservation-related procedures.
- Works collaboratively with other conservators to develop and maintain the conservation library and reference files.
- Provides mentorship and support to other staff and volunteers in the works on paper conservation lab.

## Responsibility 5: Public Service

- Offers expert conservation guidance to other institutions and members of the public.
- Leads tours, presentations, and school programs focused on conservation.
- Shares responsibility with other conservators to develop, maintain, and update the behind-the-scenes conservation exhibition.

## Responsibility 6: Other

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

## Qualifications

### Education & Experience

- Master's degree or graduate degree in Conservation (Paper) from a recognized conservation training program or equivalent.
- Minimum of 4-5 years of professional experience in paper 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 considered 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.
- Strong project management skills, with the 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 descent 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.