

Manager, Exhibit Design & Production

Full-Time, 12-Month Term Position

Hiring Manager: Director, Building Operations & Exhibit Production

Closing Date: May 29, 2026

Salary: \$80,750 – \$89,250

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 Director, Building Operations & Exhibit Production, the **Manager, Exhibit Design & Production** leads the creative development, design, production, fabrication, installation, and maintenance of Glenbow's exhibitions and related built environments.

This role combines exhibition design leadership with hands-on production management, translating curatorial vision into engaging, accessible, and functional visitor experiences that meet organizational standards for design, conservation, safety, and visitor engagement.

Working collaboratively across departments, the Manager, Exhibit Design & Production partners with curators, conservators, designers, AV/IT specialists, fabricators, contractors, and community stakeholders to deliver exhibitions on time and within budget.

Key Responsibilities

Exhibition Design & Creative Development

- Lead the conceptual development, planning, and execution of exhibition design, including spatial layouts, floor plans, elevations, fabrication details, and installation strategies.
- Develop exhibition design elements such as materials, finishes, lighting, casework, graphics integration, and object placement to support visitor experience and interpretive goals.
- Collaborate with curators, graphic designers, conservators, programmers, and AV/IT teams to ensure exhibition concepts align with institutional objectives, storytelling priorities, and technical requirements.
- Maintain current knowledge of museum design standards, fabrication methods, materials, and emerging exhibition technologies.

Production, Installation, and Collections Handling

- Oversee the fabrication, installation, maintenance, and deinstallation of exhibitions and related built environments.
- Support hands-on production work using a variety of materials, tools, and fabrication methods as required.
- Apply knowledge of exhibition lighting standards, installation techniques, and museum production best practices.
- Manage production schedules, workflows, budgets, materials, and resources to support successful project delivery.
- Ensure the safe handling, mounting, installation, packing, transportation, and storage of objects and artworks in accordance with museum standards.
- Maintain quality control through equipment oversight, inventory management, and coordination of production materials and supplies.

Team Leadership & Collaboration

- Lead and coordinate exhibition production activities by assigning work, setting priorities, and supporting project timelines.
- Supervise and support production staff, installers, fabricators, contractors, and interns throughout exhibition fabrication and installation.
- Provide leadership, mentorship, training, and performance feedback to foster a collaborative and solutions-oriented team environment.
- Coordinate staffing schedules and production resources to support exhibition rotations, installations, and operational priorities.
- Ensure compliance with health and safety policies, safe work practices, and regulatory requirements.
- Collaborate with curators, designers, conservators, AV/IT teams, artists, vendors, and contractors to support successful exhibition delivery.
- Support exhibition planning, operational workflows, contractor procurement processes, and the development of interactive exhibition components.

Glenbow

Operational & Administrative

- Develop and manage project budgets, production estimates, schedules, procurement, and resource requirements for exhibition projects.
- Maintain exhibition design records, drawings, technical documentation, and project data.
- Prepare and compile documentation to support project planning, reporting, and future exhibition development.
- Source vendor quotes, coordinate purchasing requirements, and respond to internal and external exhibition production inquiries.

Qualifications

- Degree in Architectural Design, Industrial Design, Exhibit Design, or a related field.
- Minimum five years of progressive experience in museum or exhibition design, with demonstrated success delivering creative, visitor-focused exhibition projects.
- An equivalent combination of education and experience may be considered.
- Strong knowledge of museum standards and best practices related to object handling, conservation, exhibition lighting, fabrication, and installation.
- Advanced proficiency in Vectorworks, AutoCAD, SketchUp, Adobe Creative Suite, and current 2D/3D design software.
- Hands-on experience in fabrication environments, including specialized tools, materials, and production methods such as CNC cutting and 3D printing.
- Experience managing teams, contractors, project schedules, budgets, and exhibition production workflows.
- Working knowledge of building codes, accessibility standards, health and safety regulations, and exhibition construction practices.
- Strong leadership, collaboration, communication, and problem-solving skills with the ability to balance creative vision and operational delivery in a fast-paced environment.

Key Competencies

- Demonstrated ability to lead exhibition design and production teams in a fabrication and installation environment.
- Strong leadership, communication, and collaboration skills with the ability to guide teams and engage stakeholders effectively.
- Strong technical, creative, and aesthetic design abilities with experience in 3D exhibition development and production.
- Ability to develop innovative, practical, and cost-effective exhibition solutions while supporting hands-on production work as required.
- Strong understanding of the full exhibition experience, including visitor engagement, accessibility, lighting, AV integration, conservation, and safety considerations.

Working Conditions

- Work is performed in office, gallery, workshop, and construction environments.
- Work requires occasional lifting, ladder work, and active participation during exhibition installations and deinstallations.
- Role may require occasional evening or weekend work to support exhibition schedules and installations.
- Must be comfortable working in an open production environment visible to the public.