

People & Culture Administrator

Part-Time, 9-Month Term Position, 0.7 FTE (26.25 hours/week)

Hiring Manager: Chief of Staff

Closing Date: November 3, 2026

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

The **People & Culture Administrator** provides essential administrative, systems, and data support across the employee lifecycle, with a particular focus on recruitment.

Reporting to the Chief of Staff, the People & Culture Administrator will play an important role in the recruitment and rapid scaling of Glenbow's team as the organization prepares for opening in 2027. This includes executing recruitment processes in line with existing organizational standards, providing a consistent and positive onboarding experience for all new employees, maintaining accurate and secure employee records, improving the use of the Human Resource Information System (HRIS; Dayforce), and providing administrative support for People & Culture initiatives and operations.

The People & Culture Administrator will work across a diverse museum workforce that may include professional, administrative, curatorial, visitor experience, education, collections, exhibitions, facilities, security, fundraising, communications, and other teams.

The ideal candidate is highly organized, detail-oriented, technologically confident, service-oriented, and comfortable working collaboratively within a high-pressure recruitment period.

Key Responsibilities

Recruitment Administration

- Support a consistent, welcoming, and efficient recruitment experience for candidates, hiring managers, and employees.
- Coordinate the administrative process for recruitment from position posting through to onboarding; maintain recruitment templates, checklists, workflows, and resources.
- Support equitable and accessible recruitment practices in accordance with organizational policies as well as both provincial and federal legislation.
- Prepare and post job opportunities using appropriate internal and external recruitment channels.
- Coordinate interview schedules, candidate communications, reference checks, background checks, and other recruitment activities.
- Support hiring managers with recruitment processes, templates, documentation, and systems.
- Prepare employment offers, contracts, letters, and related documentation.
- Maintain accurate and confidential recruitment records; track recruitment activity and provide basic reporting on vacancies, recruitment timelines, and hiring activity.
- Coordinate pre-employment onboarding requirements and ensure employee documentation and forms are complete.
- Coordinate administration of new employee onboarding, including maintaining onboarding checklists and monitoring completion of required activities with hiring managers.
- Support employee departures, including documentation, HRIS updates, records management, and offboarding requirements.
- Look for opportunities to improve the candidate experience and make recruitment processes more efficient and consistent.

Employee Records & HR Administration

- Maintain accurate, complete, secure, and accessible employee records throughout the employee lifecycle.
- Establish and maintain electronic employee files in accordance with organizational policies and applicable legislation.
- Ensure employment documentation is received, reviewed, accurately recorded, and securely stored.
- When required, support administration of employee changes including new hires, transfers, promotions, changes in employment status, leaves, compensation changes, and terminations.
- Conduct an employee-file audit and follow up on missing or outdated documentation.
- Maintain appropriate records management practices, naming conventions, retention schedules, and access controls.
- Support records and documentation associated with the Collective Agreement, where applicable.
- Ensure employee information is accurately reflected across relevant People & Culture systems.

HRIS Administration & Data Management

- Act as a key administrator and champion for the organization's HRIS and related people systems.
- Working with Payroll, support the maintenance of accurate employee, position, organizational, employment, and other HR information within the HRIS.
- Support HRIS workflows for recruitment, onboarding, employee changes, reporting, and offboarding.
- Identify opportunities to improve HRIS functionality, workflows, forms, automation, and user experience.
- Participate in HRIS implementation, upgrades, configuration, testing, and process improvement projects.
- Identify opportunities to reduce manual processes, duplication, and administrative burden through better use of technology.
- Prepare routine workforce reports, dashboards, and data summaries as requested.
- Maintain appropriate privacy, security, and confidentiality standards for all employee data.

People & Culture Operations

- Support the day-to-day administrative needs that enable the People & Culture function to operate effectively and strategically.
- Support employee communications and distribution of People & Culture information.
- Respond to routine employee and manager inquiries and direct more complex matters to the appropriate People & Culture team member.
- Support the consistent application of People & Culture processes across the organization.
- Contribute to a positive, respectful, inclusive, and service-oriented workplace culture.
- Perform other duties, responsibilities, and tasks as required or assigned.

Qualifications

- Post-secondary education or certificate in Human Resources, Business Administration, Office Administration, or a related field; equivalent combination of education and experience will be considered.
- Minimum two years of experience in human resources, people & culture, people operations, or a related administrative role.
- Experience leading recruitment and employee lifecycle administration.
- Experience maintaining confidential employee records and exercising sound judgement while handling sensitive information.
- Experience working with an HRIS or employee database. Experience in Dayforce is considered an asset.
- Strong data entry, records management, and organizational skills.
- Strong proficiency with Microsoft Office, particularly Excel, Word, Outlook, and Teams.
- CPHR designation is an asset.
- Experience supporting process improvement or technology implementation is an asset.
- Experience working in a non-profit, cultural, educational, public-sector, or similarly mission-driven environment is an asset.

- Familiarity with Alberta employment standards and privacy legislation is an asset.
- Experience working in a unionized environment is an asset.

Key Competencies

- **Organization & Attention to Detail:** Highly organized with strong follow-through and the ability to manage multiple priorities while maintaining accuracy.
- **People & Service Orientation:** Approaches employees, candidates, and colleagues with professionalism, respect, responsiveness, and a commitment to service.
- **Data & Systems Thinking:** Comfortable working with data and technology and able to understand how systems, processes, and information connect across the employee lifecycle.
- **Confidentiality & Judgment:** Demonstrates discretion and sound judgment when working with confidential employee, organizational, and labour relations information.
- **Communication:** Communicates clearly, professionally, and respectfully with employees, candidates, managers, and external partners.
- **Collaboration:** Builds effective working relationships across departments and understands the importance of partnership in a collaborative museum environment.
- **Adaptability:** Comfortable working in an evolving organization and able to respond positively to changing priorities, systems, and organizational needs.
- **Equity, Inclusion & Belonging:** Demonstrates a commitment to creating an inclusive workplace and recognizes the importance of diverse perspectives, experiences, and backgrounds within the museum community.

Working Conditions

- This is a part-time position working 26.25 hours per week (3.5 days) with schedule to be based on demand and recruitment needs. A combination of in-person and remote work is required.
- Work is performed in an office environment with regular computer use and extended periods of sitting.
- Sustained attention to detail and concentration is required.
- Generally standard business hours, with flexibility as required during peak periods.