

Production Technician, Matting & Framing

Full Time, 12-Month Term Position

Hiring Manager: Director, Building Operations & Exhibit Production

Salary Range SG5: \$1,886.19 - \$2,396.18 Bi-Weekly

Closing Date: October 20, 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

Reporting to the Manager, Exhibit Design & Production, the **Production Technician, Matting & Framing** is responsible for the production, installation, de-installation, and maintenance of exhibitions while ensuring the safe care, handling, and preservation of artworks and objects, both on display and in collections storage.

With a primary focus on matting and framing, this role prepares and frames artworks from Glenbow's collection as well as incoming loans from artists and partner institutions using established museum standards and best practices to support the long-term preservation and presentation of collections.

The Production Technician, Matting & Framing also supports exhibition production by assisting with the preparation, installation, movement, and maintenance of artworks, objects, and exhibition components. In addition, the role coordinates the preparation and packing of outgoing loans for transport to other institutions and manages the receipt, handling, and installation of incoming loans for museum exhibitions.

As a member of the Building Operations & Exhibit Production Team, the Production Technician plays a key role in the fabrication, installation, de-installation, and ongoing maintenance of exhibitions and gallery environments. The role involves preparing exhibit components, assisting with the safe installation and movement of artworks and exhibition materials, maintaining exhibition spaces, and supporting production activities to ensure high-quality, engaging, and safe visitor experiences in preparation for the museum's reopening.

Key Responsibilities

Exhibition Preparation:

- Prepare, fabricate, and install exhibition components, including matting, framing, carpentry, mount preparation, painting, and gallery lighting.
- Install and de-install permanent, temporary, and travelling exhibitions according to museum standards and approved exhibition plans.
- Safely handle, pack, transport, unpack, and position artworks and objects during exhibition preparation and installation.
- Support mounts and display hardware to ensure the safe transport, presentation and protection of collection objects and loans.
- Operate a variety of hand tools, power tools, woodworking equipment, lifts, forklifts, pallet jacks, and other specialized equipment safely and effectively.
- Apply museum best practices to the care and handling of collections throughout exhibition preparation and installation.
- Modify mounts, layouts, and installation methods as required to address object-specific requirements or changing exhibition needs, while maintaining curatorial intent.
- Prepare and maintain gallery lighting to support exhibition presentation and conservation standards.
- Document installation activities by preparing condition reports, packing reports, installation instructions, and updating collection management records.
- Maintain production workshops, equipment, and tools by performing routine cleaning, inspection, and basic maintenance.

Collections Support:

- Support the care, organization, and maintenance of museum collections and storage areas.
- Fabricate storage mounts and supports to promote the long-term preservation of collection objects. This includes matting works for safe storage.
- Prepare outgoing collection loan requests by completing crating, packing, and documentation, and assisting with condition reporting.
- Receive, unpack, inspect, document, and install incoming loans for exhibitions.
- Assist with acquisitions by preparing objects for storage or display and maintaining accurate documentation.
- Update collection records and related documentation within the collections management system.
- Ensure all collection handling complies with museum policies, conservation standards, and safe handling procedures.

Exhibition Maintenance:

- Perform routine gallery maintenance, repairs, and touch-ups to ensure exhibitions remain safe and visually presentable.
- Monitor and adjust gallery lighting throughout exhibition runs.
- Repair or replace exhibition components, mounts, hardware, and display elements as required.
- Respond to maintenance requests and changing exhibition requirements while minimizing disruption to visitors.
- Maintain safe work areas within galleries and restrict public access during maintenance activities when necessary.

Other:

- Support museum events, including corporate or private functions, by installing, relocating, or removing artworks, displays, furnishings, and equipment.
- Provide technical guidance and instruction to staff, interns, volunteers, and contractors on production practices and safe handling procedures.
- Assist in developing production procedures and training materials.
- Liaise with curators, designers, contractors, artists, lenders, and other stakeholders regarding production activities.
- Contribute to continuous improvement by recommending new fabrication techniques, materials, technologies (including 3D printing), and production processes.
- Perform other duties, responsibilities, and tasks as required or assigned.

Qualifications

- Diploma, certificate, apprenticeship, or equivalent formal training and/or demonstrated work experience in at least two (2) of the following technical disciplines, **one of which must be matting and framing**:
 - Carpentry
 - Mount fabrication and preparation
 - Sculpture or a related fine arts discipline with transferable fabrication skills
 - Jewelry making or a related discipline requiring precision craftsmanship and fine motor skills
 - Painting, finishing, or museum lighting
- An equivalent combination of education, technical training, and directly related experience may be considered.
- Minimum of two (2) years of directly related experience in museum exhibition production, exhibition preparation, collections support, art handling, or a comparable technical fabrication environment.
- PPFA Accreditation or at least two (2) years of experience as a commercial gallery framer, in addition to a minimum of two (2) years of experience matting and framing in a museum environment.
- Working knowledge of museum lighting, mount fabrication, carpentry, matting and framing, crate construction, 3D printing, and the operation of fabrication tools and equipment.
- Proficiency with Microsoft Office applications and Microsoft Teams, as well as experience using collections management and design software such as ARGUS, SharePoint, SketchUp, and 3D printing software.
- Valid Class 5 driver's license required.
- Forklift and aerial lift operator certification preferred.
- WHMIS certification preferred.
- Standard First Aid certification is an asset.
- Possession and Acquisition License (PAL) is an asset.

Key Competencies

- Ability to interpret assembly instructions, exhibition design drawings, architectural plans, and technical manuals.
- Strong mathematical and spatial reasoning skills to support matting and framing, carpentry, exhibition layout, and material calculations.
- Demonstrated technical proficiency in collections care and handling, carpentry, museum lighting, crate construction, art handling, and exhibition installation.
- Strong attention to detail, manual dexterity, and commitment to quality, safety, and the preservation of museum collections.
- Compliance with occupational health and safety requirements, including WHMIS, safe work procedures, and equipment operating standards.
- Excellent organizational, problem-solving, and time management skills, with the ability to adapt to changing priorities and meet project deadlines.
- Effective written and verbal communication skills, with the ability to prepare technical documentation and collaborate with colleagues, contractors, volunteers, and external stakeholders.
- Ability to work independently and collaboratively while exercising sound judgment, accountability, and initiative.
- Ability to work professionally and respectfully with culturally and emotionally sensitive exhibition content.
- Comfortable working in an open environment visible to the public.

Working Conditions

- Work is performed in production workshops, collections storage areas, galleries, and public spaces, with occasional work performed independently or in isolated work areas.
- Regular use of ladders, powered equipment, machinery, and exposure to noise, dust, paint, adhesives, cleaning agents, and other chemicals associated with fabrication and exhibition production.
- Requires frequent standing, walking, bending, crouching, kneeling, climbing ladders, and manual handling of tools, equipment, crates, and artworks, including lifting and moving objects of varying weights.
- Operates a variety of hand tools, power tools, woodworking equipment, forklifts, pallet jacks, scissor lifts, and other specialized equipment in accordance with established safety procedures.