

Glenbow

Production Technician (Casual)

DATE: December 13, 2021

LOCATION: Calgary, AB

TYPE: Casual

Union position: SG5, Step 1 \$23.23 per hour

Closing: January 5, 2022 at 4:00pm.

Please submit application to careers@glenbow.org

Why you should join Glenbow:

Be there. We are present. We listen. We step up. We show up. We meet people where they are. We earn trust by being authentic and dependable. We are here for each other and we are here for our community.

Spark big ideas. We empower our visitors and ourselves by encouraging curiosity and welcoming great questions. We imagine more possibilities and we create space for inspiration. We believe that creativity makes our world better.

Take pride. Remarkable things happen here because we work hard, and we are always learning. We take time to reflect and improve on what has come before. We respect the knowledge and experience of others. We approach every challenge with integrity and humility. Our personal passion fuels our high standards.

Together is better. We welcome all perspectives. What we do is better when more diverse voices are heard. We champion a collaborative environment where people feel respected, valued, and connected. We have greater impact when we work as a team.

The Opportunity

Reporting to Director, Exhibit Production and Building Operations, this position is responsible for contributing to the production, installation, de-installation and maintenance of exhibitions and ensures proper care, handling and maintenance of artifacts/ artworks on exhibit and in Collections storage. Preference will be given to applicants with previous experience as a preparator installing/hanging, handling and packing art and objects in a museum or art gallery.

Responsibilities

Technical:

- Handles a wide range of types of artifacts.
- Mats and frames works of art.
- Is responsible for proper use of air and power tools.
- Designs and constructs artifact mounts according to specifications developed by the Exhibit Designer and Conservation staff for both exhibits and collections storage.

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- Prepares gallery space for exhibitions.
- Installs exhibits on-site and off-site.
- May oversee installation of Glenbow exhibits off-site and packing and moving of on-site exhibitions.
- Provides technical advice and assistance to Glenbow staff and staff of other institutions for both exhibits and collections storage.
- Designs packing systems to ensure the safe transport of artifacts and exhibition elements.
- Packs artifacts/ artworks and exhibitions for travel and for temporary safe storage.
- Installs lighting for exhibitions, and special events, taking into account design specifications and artifact conservation requirements.
- Assists with installation of graphic elements for exhibitions.

Administrative:

- Contributes to time estimates for exhibit production.
- Performs other duties as assigned.

Education, Skills & Qualifications

The typical minimum level of education to perform this job competently is equivalent to high school graduation and completion of a diploma training program at a college or technical school. The person requires an ability to understand, utilize and communicate specialized information in speech and written text. This specialized training is often formalized and recognized by a specific certificate, diploma or license.

Directly/indirectly related work experience representing continuous learning and required for someone to perform this job competently is two to three years.

Ongoing work assignments typically have clearly defined goals. The incumbent's education, training, and previous experience ensure work assignments are successfully carried out because he/she understands what is expected, as well as the best approach to take.

Working Environment

- Workdays and hours - Monday to Friday with the flexibility to accommodate evenings and weekends as required.
- Moderate physical effort required to successfully accomplish the essential job functions.
- Moderate mental effort required to successfully accomplish the essential job functions such as meeting deadlines, providing information, resolving discrepancies, responding to inquiries.
- Basic Microsoft Office Suite skills an asset

Please apply at Careers@glenbow.org

Stay connected to us:

- For more ways to experience and share art outside Glenbow's walls, [click here](#)
- Visit our [Community Access At Glenbow](#) to see our commitment to expand the reach and impact of art and culture in our community

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