



**LOUGHEED HOUSE**

It is an exciting time to join Lougheed House as we continue to grow as a cultural hub for Calgary. We are evolving our organization and are looking for an individual interested in being a part of this journey.

Lougheed House was built in 1891 and is a Provincial and National Historic Site. Designed by Ottawa architect James R. Bowes for Senator James and Isabella Lougheed, it is one of the earliest surviving mansions of its kind on the Canadian prairies today. Located in the Beltline district of Calgary amid several acres of heritage gardens and green space, the House is also an accredited museum and significant Calgary landmark. It features a regular exhibition program, and hosts events, tours, and learning opportunities for visitors of all ages.

**COMPANY NAME: Lougheed House Conservation Society**

**POSITION TITLE: Digital Exhibit Coordinator**

**REPORTS TO: Curator, Lougheed House**

**PROJECT DESCRIPTION:**

Counted among the many Anglo-Métis, or Countryborn, descendants of Scottish or English fur traders and local First Nations women, the Hardisty family rose to prominence as fur traders and officers at some of the earliest Hudson's Bay Company forts established throughout Canada.

Geographically, politically, and economically, the influence of several generations of Hardistys reached incredibly far. Lougheed House plans to develop a virtual exhibit exploring the legacy of the Hardisty family as it relates to different aspects of Canadian history, including the fur trade, settlement in the West, the Hudson's Bay Company, and Métis history.

The exhibition will explore the individual stories of members of the Hardisty family, as well as looking at their collective impact on the country, and the conflicting loyalties they may have experienced as a prominent family of Métis descent. Telling these stories is particularly important to Lougheed House, as we work towards reconciliation.

**GOALS:**

To explore the various alternate and parallel narratives that relate to the history of Lougheed House.

To explore the history of the fur trade through a social, environmental, economic, geographical, and familial lens.

To grow our understanding of Indigenous perspectives on Canada's early history.

To promote a greater understanding of the Canada of today through interrogations of our history and the long-term impacts of actions from the past.

**POSITION DUTIES/RESPONSIBILITIES:**

- Conduct research utilizing databases, archives, and diverse tools about the Hardisty family, the contexts in which they lived and worked, and the resulting cultural impacts of their lives.
- Investigate connections between the Hardisty family example and broader Canadian culture in the past and today.
- Select from this research storylines and digital content (images etc.) to compose an online exhibit that is engaging and accessible to the general public.
- Assist with the inputting of exhibit material into a digital template, supporting reviews, transcriptions, and testing.
- Supervise and coordinate the photography of items to accompany the exhibit and establish a digital catalogue of artifacts in the Lougheed House collections.
- Oversee the creation of any new digital materials to support the exhibit, including but not limited to digital art, videos, and audio recordings.
- Coordinate permissions and copyright agreements related to the project
- Support the Museum's mission, values, vision, priorities and strategic plan.
- Contribute to a positive organizational culture.

**QUALIFICATIONS:**

- A Bachelor's degree in Canadian Studies, Western Canadian History, Indigenous Studies, or similar discipline; or a combination of equivalent education and experience related to research, museums, culture, history, and writing.
- Experience in coordinating a project with multiple stakeholders, diverse communities, and team members is a necessity.
- Excellent research and writing skills.
- Some familiarity with local archival holdings and experience using both primary and secondary sources for research is considered an asset.
- Ability to use Microsoft Office Suite software (Word, Excel, PowerPoint) a must.
- Experience working in partnership development, building and fostering relationships, and engaging with the public is considered an asset.

**COMPETENCY REQUIREMENTS:**

- Proven skill and ability in working with subject matter that is complex and may have multiple interpretations
- Exceptional organizational and planning skills and the ability to work independently.
- Ability to deal and communicate effectively both orally and in writing and to deal courteously, tactfully, and diplomatically with other employees, volunteers, and the general public.
- Good team player and a self-starter.

**PHYSICAL REQUIREMENTS:**

- Periodically lift objects weighing up to 25 pounds.
- Climb stairs.
- Stand for one to two hours at a time.
- Sit for long periods of time.
- Occasionally stoop, kneel or crouch.
- Use hands and arms to reach for, grasp and manipulate objects.

**JOB LOCATION:** Calgary, Alberta

**START DATE:** As soon as possible

**DURATION:** This is a part-time contract position for 420 hours over 10 to 12-month period. Intensity of work over this time period will vary. Days and hours worked are highly flexible with some specific dates that may be required.

**COMPENSATION:** \$18/hour

**APPLICATION INSTRUCTIONS:** Please submit your resume and cover letter including an answer to the following question:

*“What role can heritage sites play in explorations of Canada’s history as it relates to contemporary issues?”*

Preference may be given to applicants who self-identify as Indigenous with the required combination of education and experience. Lougheed House is committed to, and values, diversity in the workplace.

For more information on the Lougheed House, please go to [www.lougheedhouse.com](http://www.lougheedhouse.com) or visit us at 707-13 Avenue SW, Calgary AB.

**APPLICATION CLOSING DATE:** May 31, 2018, at 5:00 p.m. MST by email to:

**Amanda Foote, Visitor Experience Coordinator**

[afoote@lougheedhouse.com](mailto:afoote@lougheedhouse.com)

(403)244-6333 ext. 102

*We thank all applicants for their interest in this position; however, only those who most closely match the Lougheed House’s requirements will be contacted.*

The job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required throughout the duration of the contract.

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