

PROGRAMMING AND CURATORIAL ASSISTANT

It is an exciting time to join Lougheed House as we continue to grow as a cultural hub for Calgary and our Beltline community. We are expanding our programming 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: Programming and Curatorial Assistant

REPORTS TO: Holleay Rohm, Programs Manager &

Caroline Loewen, Curator

POSITION DUTIES/RESPONSIBILITIES:

- Assist with install and deinstall of exhibits
- Assist with exhibit preparation (labels, framing, logistics, etc.)
- Curatorial assistance
 - Research assistance
 - Collaborating on exhibit planning
 - Editing exhibit text
 - General curatorial and exhibits support
- Collections management
 - Accessioning and cataloguing incoming artifacts
 - Data entry into PastPerfect collections management database
 - General collections and archives support
- School Programs
 - Set up and take down of school program materials
 - Assist and deliver inquiry-based schools programs focused around the K-6 Social Studies Curriculum
 - Assist in the development of new school programs including outreach programming

- Public Programming
 - Assist with the development and delivery of public programming including:
 - Adult workshops, talks, panel discussions, team builders, etc.
 - Drop in or ticketed programming for families and children
- Assist in volunteer engagement, training and development
- Provide interpretive tours to visitors to the House
- Be available to greet visitors to the museum, process admissions, shop sales, and memberships
- Support the Museum's mission, values, vision, priorities and strategic plan.
- Contribute to a positive organizational culture

QUALIFICATIONS:

- A Bachelor's degree in Museums Studies, History, or similar discipline; or a combination of equivalent education and experience related to museums, programming, education, and collections
- Familiarity with inquiry-based learning models and experience developing programs for a diverse range of ages or skill levels
- Experience presenting to members of the public, including diverse audiences and children
- Ability to use Microsoft Office Suite software (Word, Excel, PowerPoint) a must
- Familiarity with PastPerfect Museum Software an asset
- Experience with POS and payment processor systems an asset
- Excellent customer service skills

COMPETENCY REQUIREMENTS:

- 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, board members, and the general public
- Good team player and a self-starter
- Excellent collaboration skills

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.

Lougheed House is committed to, and values, diversity in the workplace.

JOB LOCATION: Calgary, Alberta

START DATE: September 10, 2018

DURATION: This is a contract position for 15 weeks, 4 days a week (**Monday to Thursday**), 28 hours a week, with a possibility of extension. Flexibility of schedule, into evenings and weekend may be occasionally required during our Christmas season. (**Mid-November to end of December**)

COMPENSATION: \$18/hour

ITEMS TO INCLUDE IN APPLICATION: Resume and cover letter

Submissions should be sent by email to:

Holleay Rohm, Programs Manager

hrohml@lougheedhouse.com

We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted. No telephone inquiries, please.

APPLICATION CLOSING DATE: August 24th, 2018, at 5:00 p.m. MST

A security clearance check is required for this role.

For more information on the Lougheed House, please go to lougheedhouse.com or visit us at 707-13 Avenue SW, Calgary AB.

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 either now or in the future.