

**COMPANY NAME:** Lougheed House Conservation Society

**POSITION TITLE:** Holiday Interior Space Designer

**REPORTS TO:** Programs Manager, Lougheed House



This Holiday season there will be a lot to celebrate, including the 130<sup>th</sup> anniversary of Lougheed House! Every winter we heighten the celebratory feeling of the season by transforming the house into a “must-see” holiday wonderland. This year, we are seeking to hire a team of designers from the Design, Visual art or theatre community who are interested in bringing their skills and creativity to develop an immersive holiday experience for our guests.

Our Holiday Theme this year is *‘Calgary through the Ages’* and so we would like interested artists and designers to include in their submission a particular era or cultural influence that they are excited to reference in their design.

As a museum, we are interested in presenting exhibits and programs to our community that reflect the fulsome range of cultures and lived experience found in Calgary. Lougheed House is committed to diversity and inclusion, and we respect the visible and non-visible differences between all of us. We aim to be welcoming to everyone and, as such, encourage qualified candidates from a diverse range of backgrounds to apply.



Lougheed House was built in 1891 and is a National and Provincial 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, restaurant, gift shop, and hosts events, tours, and learning opportunities for visitors of all ages.

To take an online 3D tour of our museum, [please click here](#).

## **OVERVIEW:**

Reporting to the Programs Manager, our Holiday Designers are responsible for working closely with numerous staff members and volunteers to develop and install an outstanding interior holiday design that will enhance the visitor experience at Lougheed House.

There are six key sections of the house our Designers focus on: Ball Room & Library, Drawing Room, Mission Room, Dining Room & Senator's Study, Front Foyer & Main Hall, and our second-floor exhibit space. Each Designer will take creative control over one or more sections and will be provided with a corresponding materials budget as well as an honorarium for each space. Designers will have access to the collection of ornaments, trees, furniture, and decorations in the Lougheed House storage facility. Costs associated with the transportation of materials between Lougheed House and their storage space as well as between a Designer's storage space (if applicable) will be covered and coordinated by Lougheed House staff. Designers will also have access, with permission from the Lougheed House Programming and Curatorial Coordinator to display select furniture and artifacts in the Lougheed House collection. To fully realize their design, Designers are free to explore additional community partnerships only after consulting with a supervising member of the Lougheed House staff.

Designers will work with the Lougheed House team to determine the final look of their space and are also encouraged to collaborate with their fellow Designers to create a cohesive look and feel.

## **POSITION DUTIES, RESPONSIBILITIES & EXPECTATIONS:**

### **Key deliverables for Designers include:**

- A detailed list of all objects to be included in the design
- A floor plan of the room(s) for which the Designer is responsible
- Attendance at one launch meeting (2 hrs), one storage inventory meeting (1-2 hrs), two full days of install (16hrs), and two full days of de-install (16hrs)
- A paragraph or bio describing the designer (listing things such as personal achievements, past work, and other details the designer considers relevant). This will be used to promote the designer's work on our social and media channels throughout the holiday season.
- A paragraph description of the design choices made in the individual's space and how those choices relate to the season's overall theme, headshots/photos of the designer, contact information for each designer and any community partners they may have brought on to the project

### **PLEASE NOTE:**

*As the physical house is itself an artifact, special care must be taken to promote its safety while conceiving each space's design. The following is a baseline description of some of our general*

*restrictions, with more detailed specifics on each room's requirements to be covered during the launch meeting.*

- No objects will be tacked, taped, or otherwise affixed to the walls without consulting the Lougheed House Programs Manager or Programming and Curatorial Coordinator.
- All objects being placed on mantles or other surfaces will have (at minimum) a mylar barrier between the object and the surface.
- Organic materials will only be permitted after consultation and approval from the Lougheed House Curator.
- Open flames are prohibited in the House and on site.
- Paths for emergency egress and physical distancing must be maintained, and therefore a preselected amount of floorspace must be kept open for movement.
- All objects brought into the House are done so with the expectation that visitors will have the chance to sit on or touch the pieces. During the course of special events, public programs, or other regular uses of the House (including but not limited to: weddings, private dinners, tours of the museum, and school programs) Lougheed House staff may have to move or store objects that are part of the room's design. Lougheed House staff will make every effort to return any displaced objects to their original location, using reference photos taken after install as a guide.

Lougheed House is committed to allowing our designers the creative freedom to design something unique for our holiday season. Any decision to move or exclude an object from a designer's plan will be undertaken solely to protect the House or the designer's object. Lougheed House is a public museum, and all design decisions should be made with the understanding that the public will be interacting with the space.

#### **SCHEDULING AND DEADLINES:**

Each Designer is expected to meet the deadlines and timeline established by Lougheed House staff. The Lougheed House staff will do everything in their power to be accommodating of individual schedules.

*Designers will have a detailed floor plan of their space as well as the final draft of their design text submitted to Lougheed House no later than **November 1, 2021.***

*Designers will be prepared to load-in and complete their designs by **November 16, 2021.** This includes all furniture and décor elements. Designers and Lougheed House staff, with the support of volunteers, will be available to complete the **holiday install over November 15 and 16, 2021.** Designers will inform the Programs Manager of any individual support needs at least a week prior to install. It is expected all Designers will be available to help Lougheed House staff and volunteers complete incoming condition reports and evaluations of their chosen room(s). Lougheed House will make every effort to be accommodating of individual designer schedules.*

Designers are expected to leave their designs intact until the end of the exhibition. Tear-down of the season will happen on January 17 and 18, 2021. Designers are expected to be available to help with outgoing condition reporting and packing.

#### **QUALIFICATIONS:**

- Post-secondary diploma/education in theatre design, visual art, interior design, or an equivalent combination of education, training, and experience
- A minimum 3 years' experience working as a designer
- Passion/strong interest and knowledge in design, art, culture, or history is a definite asset

**COMPETENCY REQUIREMENTS:**

- Work independently and within a team environment
- Excellent communication and interpersonal skills, including strong oral and written skills; ability to follow written/oral directions
- Demonstrates good judgment, ability to take initiative, critical problem solving, and conflict management
- Strong organizational and time-management skills with the ability to prioritize tasks and meet deadlines
- Pleasant and professional manner with ability to interact with staff and volunteers in a positive, enthusiastic manner
- Ability to represent Lougheed House through their design with a high level of creativity and professionalism
- Adhere to museum project policies and support management decisions in a positive, professional manner
- Strong interpersonal skills, including the ability to collaborate with fellow Designers and Lougheed House staff

**PHYSICAL REQUIREMENTS:**

- Periodically lift objects weighing up to 25 pounds
- Climb stairs
- Stand for one to two hours at a 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

**DURATION:** This is a contract position involving a minimum of 36 – 44 hours of work.

**COMPENSATION:** Honoraria for each Designer is connected to the space they are designing. Designers are welcome to design more than one space. Please include in your submission which spaces you might be inspired to transform.

Design and installation in the Ballroom & Library, Drawing Room, or Mission Room

Design Fee - \$600 per space

Materials Budget: \$250.00 per space

Design and installation for the Dining Room & Senator's Study or the Main Hall & Grand Staircase

Design Fee - \$500 per space

Materials Budget: \$200.00 per space

Design and installation for the Second Floor Exhibit Space

Design Fee -\$800

Materials Budget: \$250.00

**ITEMS TO INCLUDE IN APPLICATION:**

- Resume/CV of past design work
- Cover letter outlining why you would like to work with Lougheed House on this project, what spaces you're inspired to design, what time period or cultural references you'd like to influence your design, and why you feel you would be a good fit for the project
- Visual portfolio outlining examples of your past work that are relevant to our project (submitting a link to your personal website is also acceptable).

Submissions should be sent by email to:

**Holley Rohm, Programs Manager**

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

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

**APPLICATION CLOSING DATE:** October 19<sup>th</sup>, 2020 at 11:59 p.m. MST

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

*The job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not inclusive of all duties this position might be asked to perform or of all qualifications that may be required, either now or in the future.*



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