

# Glenbow

## Manager, People & Culture

**DATE:** July 26, 2022

**LOCATION:** Calgary, AB. Hybrid Workplace (Remote/In-Office)

**TYPE:** Full Time Permanent

**CLOSING:** August 9, 2022

Please submit application to [careers@glenbow.org](mailto:careers@glenbow.org)

## Organizational Overview

### Land Acknowledgement

Glenbow is located in Mohkinstis, on Treaty 7 Territory, and respects the history, languages, traditions and cultures of the nations on whose traditional land we reside: The Blackfoot Confederacy, which includes Siksika, Piikani and Kainaiwa; the Tsuut'ina; the Îyârhe Nakoda First Nations, including the Chiniki, Bears paw and Wesley First Nation; and the Métis Nation of Alberta, Region III. Their contributions to the museum and their continued support are integral to our success in educating visitors and sharing the rich heritage of this land. We further acknowledge the vital connections we have to other Indigenous peoples, whose visual and intangible culture is represented in the museum's collections and exhibitions.

### Diversity, Inclusion, Accessibility and Belonging at Glenbow

At Glenbow, we believe art is for everyone. We believe everyone should feel celebrated and welcomed in Glenbow's physical and digital spaces. It is our fundamental belief that **Together Is Better**. We are better when the diversity of our community is reflected in everything we do, and is represented by the people who bring Glenbow to life: our employees, volunteers, partners and visitors.

We are committed to creating a museum and workplace culture that prioritizes equity and accessibility, where differences are celebrated and thoughtfully considered, and where no-one is left behind. We strive to create an accessible space that inspires conversation and action through arts and culture.

### Our Values

**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.



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**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.

**Break the mould.** Embrace the opportunity to do things differently. Push the boundaries of what's expected. Invent something new. Seek out new stories. Amplify voices that haven't yet been heard. Don't just welcome change – fuel it.

Glenbow employees are talented and engaged and possess a rich expertise. Our staff are committed to serving our community; every member of our team, regardless of job description, is responsible for creating a memorable and worthwhile visitor experience. Our work is rooted in our shared values, and together we're pushing the museum to continuously evolve.

Glenbow is an integral and essential part of life in Calgary. We contribute to making the community stronger, more resilient, more empathetic, more knowledgeable, more innovative and more inspired.

## Glenbow Reimagined

Glenbow is currently undertaking an incredible revitalization of the museum, including a \$120 million renovation of its building, and a refreshed and reimagined public program and business model, with a goal of providing increased access and engagement for our communities. Glenbow seeks to appoint a new position of Director of Finance to ensure manage the daily financial operations of the institute and safeguard its assets.

## The Opportunity

Reporting to the Director, Administration & Culture, this position is responsible for the management and support of the people and culture area. This includes full cycle personnel management, policy and procedure development, advice and guidance for employment and HR matters, and contributing to the development of a strong organizational culture in partnership with the Director, Administration & Culture.

In addition, the Manager, People and Culture will take a leadership role in the creation, management, and evaluation of the organization's diversity, equity, and inclusion strategies. This includes acting as co-chair of the Anti-Racism & Equity Committee, developing staff and volunteer training, assessing



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organizational policy and procedure with a critical lens towards diversity, equity, and inclusion initiatives, and supporting employees across the organization.

## Key Responsibilities

### People and Culture

- Facilitation of recruitment, onboarding, orientation, performance evaluation, discipline, termination, and offboarding processes in partnership with the Director, Administration & Culture
- Development, evaluation, and coordination of organizational policies and procedures, including maintenance of staff records and signatories on policies
- Support the development and management of the People & Culture budget, goals, and action plans
- Ongoing management of new HR initiatives and participation in projects
- Development and implementation of HR related organization-wide training plans
- Maintain knowledge of collective agreement, and support in the ongoing relationship management between Glenbow and CUPE
- Ensure organizational legislative compliance with Alberta Employment Standards and Labour Relations
- Liaise with outside organizations, consultant services and lawyers in relation to HR issues

### Diversity, Equity, and Inclusion

- Lead the development, implementation, and evaluation of organizational diversity, equity, and inclusion strategies in collaboration with the Senior Leadership Team and Director, Administration & Culture
- Act as co-chair of the Anti-Racism & Equity Committee, ensuring execution of the committee mandate
- Research and understanding of legislation, current events, and employment trends and how they impact Glenbow's policies, processes, and culture
- Creation, execution, and evaluation of staff training opportunities related to diversity, equity, and inclusion
- Provide HR support to employees within the organization, fostering a culture of belonging

### Administration

- Act as primary administrator of the HRIS functions within Glenbow's payroll system, Dayforce
- Maintain all HR and employee files and records, both digital and hardcopy
- Support the administration of the employee benefit plans



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## Education, Skills & Qualifications

### Qualifications

- Embodies a people-first mindset, understanding the importance of a strong organizational culture
- Strong interpersonal, communication, and relationship building skills
- Exceptional judgement, intuition, and critical thinking abilities
- A strong acumen of diversity, equity, and inclusion concepts, with a proven track record of leading initiatives in this area
- Experience in coaching, facilitating, and training staff at all levels within an organization
- Excellent conflict resolution and problem-solving skills
- Ability to manage multiple competing priorities

### Education and Experience

- 5+ years' experience within a human resources related field
- Experience leading diversity, equity, and inclusion strategies
- Professional HR certification is considered an asset
- Experience working in a union environment is considered an asset

## Stay connected to Glenbow

- Visit us at our new satellite location – [Glenbow at the Edison](#) – open now!
- Learn more about [Glenbow Reimagined](#) – our museum renovation and fundraising campaign
- Access some of our [online resources](#)

All employees are required to be vaccinated against COVID-19

