

Glenbow

Registrar, Collections & Travelling Exhibitions

Date: January 3, 2023

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

Type: Permanent Part Time (0.6 FTE)

Job Family: C.U.P.E Local 1645

Salary Grade: SG6, Step 1

Organization Unit: Collections / Exhibitions / Production

Closing: January 17, 2023 at 4:00 p.m.

Please submit application to 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, Bearspaw 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. Spark big ideas. Take pride. Together is better. Break the mould.

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.

Learn more about [Glenbow's values on our website](#).



Glenbow

The Opportunity

Reporting to the Director, Production and Building Services and the Director, Collections this position is responsible for acting as a liaison for travelling exhibition information and coordination, and with lenders, donors, and government agencies such as the Canadian Cultural Property Export Review Board. The position reports to the Director, Production and Building Services on all matters relating to travelling exhibitions, and reports to the Director, Collections on all matters relating to collections management, photo orders, and copyright requests. The incumbent is responsible for logistics and the facilitation of all policies and procedures related to incoming travelling exhibitions including all associated loans and couriers, ensuring a high level of integrity and professionalism locally, nationally and internationally. The position is also responsible for logistics relating to loans from Glenbow's collection, and to acquisitions, including shipping and any necessary documentation, along with the preparation of Acquisitions Committee reports, accessioning, processing photo orders and copyright permission requests, and the maintenance of standards relating to collections management. The position monitors risk pertaining to Glenbow and to the collection through knowledge of legislation, regulations, insurance and shipping methods.

Key Responsibilities

Collections

- Manages outgoing loan requests, including packing, and shipping of loans, and the renewal of longer-term loans
- Makes recommendations based on Facilities Reports from other institutions to ensure the safety and security of Glenbow material while on loan.
- Manages Applications for Certification of collections through the Canadian Cultural Property Export Review Board
- Coordinates shipping for new acquisitions
- Organizes and maintains temporary deposit files
- Prepares Acquisitions Committee Reports and minutes the meetings of the Committee
- Assists with and completes legal paperwork such as gift agreements and tax receipts as required.
- Maintains a numbering system for gift agreements and tax receipts
- Assists with maintaining accession ledger
- Manages, in collaboration with the Computer Support/Collections Specialist, content and standards relating to ARGUS – Glenbow's collection database
- Works with the Computer Support/Collections Specialist to ensure efficient operation of ARGUS
- Participates in the development of online forms in ARGUS
- Monitors ARGUS in the Computer Support/Collections Specialist's absence, including providing basic support and liaising with Lucidea (ARGUS) and IT staff
- Provides ARGUS training as needed
- Responds to requests regarding collections photo orders and copyright permissions, including archive and other collections
- Ensures that copyright laws are adhered to

Glenbow

- Processes, co-ordinates and completes photo orders and copyright requests
- Other duties as required related to maintaining collections
- Annual duties include:
 - Coordinates annual inventory check
 - Liaises with auditors regarding the collection for annual audit
 - Creates inventory lists
 - Creates donor lists as required
 - Provides reports as necessary for the Annual Collections Report to the Government

Travelling Exhibitions

- Provides support services to exhibition project teams by coordinating and processing incoming loan requests, including preparation, organization, issuance and maintenance of all loan agreements.
- Advises the COO & VP, Engagement and staff on specific exhibition related requirements with respect to the execution of contractual requirements for loans and travelling exhibitions
- Ensures the lender guarantees negotiated by project manager/curator relating to travelling exhibitions are communicated to appropriate staff including Conservation, Production and Communications.
- Prepares, communicates, and monitors all related costs of loans relating to travelling exhibits to the project manager for budget purposes.
- Communicates criteria for artifact loans related to duties outlined above.
- Arranges shipping and is responsible for all associated logistics for travelling exhibitions.
- Initiates or receives general schedules/timelines for incoming and outgoing loans or travelling exhibitions and provides this information to travelling exhibition teams.
- Supports design and production work providing help in determining exhibition requirements for layout, graphics and casework. Liaise with exhibition organizer to obtain appropriate information, digital files and drawings and communicate that information to appropriate Glenbow team members.
- Coordinates and participates in condition reporting for incoming loans and travelling exhibitions
- Liaises with Alberta Treasury and the Canada Travelling Exhibitions Indemnification Program to guarantee appropriate coverage for incoming loans, temporary exhibitions and travelling exhibitions.
- Provides support to Production team as required at time of exhibition installation and removal.

Administration

- Coordinates and completes necessary customs documentation pertaining to foreign shipments
- Prepares and manages applications and contractual agreements pertaining to outgoing loans and shipments in general, including loan agreements, CITES permits, Cultural Property Export Permits, Immunity from Seizure applications, and various customs documentation
- Liaises with external agencies
- Liaises with staff throughout the organization

Glenbow

- Compiles statistics and information as required
- Maintains filing systems and files
- Other duties as required

Education, Skills & Qualifications

- Five (5) years experience working in a registrar, database management, or administrative role. 1-3 years post secondary in a museum related field. A combination of education and experience will be considered
- Demonstrated experience in one or more of the following disciplines: museum studies, administration, collections management, exhibitions, project management, art history, or other experience in a discipline related to Glenbow's collection
- Attention to detail and exemplary task management skills
- Strong communication abilities both verbal and written
- Experience using collections management software. Experience with ARGUS considered an asset.
- Experience in Microsoft Office Suite
- A valid class 5 drivers license is required

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](#)