



LOUGHEED HOUSE

Curatorial Assistant

Summer Position

Lougheed House is seeking a knowledgeable, innovative, and highly motivated individual to be a Curatorial Assistant at Lougheed House National & Provincial Historic Site. The successful candidate will be an energetic, self-motivated, and creative person. They will have strong interpersonal, teamwork, and communication skills as well as respect for, and the ability to work with, diverse populations. The Curatorial Assistant will be responsible for assisting with various museum tasks such as research, interpretation, programming, and collections management.

Tasks include but are not limited to:

- Supporting the curatorial team through research assistance
- Researching and developing a Beltline neighbourhood archaeology walking tour
- Collections management duties include but are not limited to: collections care, inventories, accessioning, cataloguing and photographing artifacts, and arranging archival materials
- Reorganization and location tracking of artifacts in the collections storage areas
- Entering collections records, photographs, and locations into a collections management database
- Provide guided interpretive tours of the House as required
- Help in delivery of programs and special public events including our Full Bloom Festival in August (may include occasional evenings or weekends)
- Address any questions visitors may have and provide additional interpretation of the House and exhibits when appropriate
- Occasionally monitor the front desk, gift shop, and Guest Services area to greet and provide information to visitors

Under the supervision of the Curatorial Team (Associate Curator, Indigenous Curator, and Project Manager), this position will work in the Lougheed House building and gardens, and potentially off-site to comply with local public health regulations. This position will have the benefit of receiving on-site training in museum curatorial practices, and will gain experience in research, project development, interpretation, and educational programming. Students of museum studies (or related programs) who wish to continue learning and gain valuable work experience to put on their resume are strongly encouraged to apply.

QUALIFICATIONS:

- Some university/college or training in museum studies, library/archival studies, history, archaeology, anthropology, Indigenous studies, or a related field is preferred
- High level of written and verbal skills
- Attention to detail and thorough even with repetitive tasks

- Friendly personality to be able to work with staff and volunteers in a busy team environment, but also self-disciplined to be able to work efficiently alone
- Confident working with the public
- Willingness to learn and willingness to share your knowledge to help train others
- Possess a knowledge of or interest in local history including current issues
- Exceptional organizational and time management skills, punctual and reliable
- Applicable computer skills and experience with some administration work is a must (Microsoft Office suite, Windows, email, search engines, etc.)
- Previous experience with PastPerfect collections management software would be an asset
- Criminal Record Check with Vulnerable Sector Check

IMPORTANT NOTE:

This is a position dependent on grant funding from Young Canada Works and Canada Summer Jobs. Applicants must fit the criteria of the Young Canada Works Program and the Canada Summer Jobs Program.

To be eligible for YCW and CSJ, individuals must be a current student or recent graduate who must:

- Be a Canadian citizen or a permanent resident, or have refugee status in Canada;
- Note: Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible;
- Be legally entitled to work in Canada;
- Be between 16 and 30 years of age at the start of employment;
- Meet the specific eligibility criteria of the program for which you apply;
- Be registered in the YCW online candidate inventory;
- Be willing to commit to the full duration of the work assignment;
- Not have another full-time job (over 30 hours a week) while employed with YCW.

WAGE: \$18/hour

APPLICATION:

Please send cover letter and resume via email to info@lougheedhouse.com with “Curatorial Assistant Application” in the subject line by **Friday, March 31**. We thank everyone who applies for their interest, but only applicants selected for an interview will be contacted. No phone calls, please.

Lougheed House was built in 1891 and is a Provincial and National Historic Site. Located in the Beltline district of Calgary amid several acres of heritage gardens and green space, the House is an accredited museum and significant Calgary landmark. It features a regular exhibition program, hosts events, tours, and learning opportunities for visitors of all ages. Lougheed House acknowledges with gratitude that we live, work, and play in Treaty 7 territory and the Métis homeland.