

COLLECTIONS INTERN

Program stream: Young Canada Works at Building Careers in Heritage

Start date: June 16, 2026

End date: February 26, 2027

Hours: Monday to Friday, 9 AM to 5 PM

Wage: \$20.00 per hour

Term Duration: 35 hours per week for 37 Weeks

Note: This position is funded through Young Canada Works Building Careers in Heritage. You must be registered in the Young Canada Works at www.youngcanadaworks.ca and meet all the eligibility requirements defined by YCW Building Careers in Heritage program.

LEIGHTON ART CENTRE

The Leighton Art Centre is a designated Alberta Historic Resource located 15 km south of Calgary, Alberta. It is the former home of 20th Century artists and arts educators A.C. and Barbara Leighton and includes a museum, galleries, shop, education center and outdoor trails. We are a rural location; a reliable vehicle is required.

POSITION OVERVIEW

Reporting to the Marketing and Exhibitions Manager, with additional oversight from the Executive Director, the Collections Intern (CI) is an integral member of the Leighton Art Centre (LAC) team and contributes to the ongoing care, organization, and strategic development of the Centre's collections. This role supports best practices in museum collections stewardship while also contributing to research and policy development that will guide the future direction of the collection.

The CI is expected to be a self-starter who is organized, dependable, and able to manage multiple responsibilities simultaneously. The position is well suited to an individual with a strong interest in museums, collections care, research, and cultural heritage, who is equally comfortable with hands-on work and analytical, research-driven tasks.

Collections Stewardship

The CI will engage in hands-on work with LAC's collections to improve organization, accessibility, and usability. This includes reviewing, cataloguing, and documenting collection items; identifying and recommending items for deaccessioning or accessioning in alignment with institutional priorities; and maintaining accurate digital records within LAC's collections management system. The CI will assist with the organization of storage and exhibition spaces and support curatorial activities, including quarterly museum display changes. All collections work will be guided by professional standards and internal procedures.

Collections Strategy and Research

Concurrently, the CI will conduct research to support the long-term stewardship and strategic direction of the LAC collection. This includes researching museum and archival standards, ethical frameworks, and best practices in collections care, with attention to the colonial context of collecting institutions. The CI will contribute research and recommendations toward the development of an updated collections policy and future collections strategy. This work will involve collaboration with LAC staff, Board members, and, where appropriate, local Elders and Indigenous teachers to ensure responsible and ethical stewardship.

Documentation and Communication

The CI will document their work clearly and professionally, contributing written materials such as research summaries, policy recommendations, and collections documentation. They may present findings or recommendations to staff and the Board as part of the decision-making process. The role may also include limited support for day-to-day museum operations, including interacting with visitors and assisting during public programs or events as needed.

ELIGIBILITY AND REQUIREMENTS

The ideal candidate will have completed or be completing post-secondary education in a related field such as museum studies, archival or library science, history, art history, visual arts, Indigenous studies, or a related discipline. Clear understanding and working knowledge of collections management processes is required for this position, and familiarity with research methods or archival standards is an asset. Applicants must be legally entitled to work in Canada and meet the eligibility requirements of the Young Canada Works – Building Careers in Heritage program.

This is a full-time, in-person position based at the Leighton Art Centre, a rural heritage site. The role involves physical work, including lifting boxes, working in storage areas, and navigating stairs. Reliable transportation is required.

APPLICATION PROCESS

The Leighton Art Centre will post this position on a range of art, heritage, and education-related platforms, including Calgary Arts Development, the Alberta Museums Association, and local post-secondary institutions. The position will also be promoted through LAC's website, social media, and e-newsletters.

Interested applicants will be invited to submit a cover letter and résumé as outlined in the job posting. Only candidates selected for an interview will be contacted.

To apply, please submit your resume, cover letter, and references to Ryley Gelinias, Manager, Exhibitions & Marketing via email: communications@leightoncentre.org.

The Leighton Art Centre is committed to equity, diversity, and inclusion, and encourages applications from individuals who reflect the communities we serve. Priority will be given to Indigenous applicants. We encourage applications from individuals of all backgrounds and experiences who meet the YCW eligibility requirements. We thank all applicants for their interest, please note that only those selected for an interview will be contacted.

Application Deadline: May 15, 2026