

MACKENZIE ART GALLERY

engaging people in transformative experiences of the world through art

JOB POSTING

Job Title: Education Assistant ½ time one-year term

Department: Programs

Status: ½ time term In-Scope (CUPE 5791) position

About the MacKenzie Art Gallery:

The MacKenzie Art Gallery (MAG) is Saskatchewan's original and most comprehensive art museum, serving a leadership role in Western Canada. This is a watershed moment in the history of the Gallery, as it is undergoing a multi-phase organizational transformation. Programming primarily contemporary art from the prairies, Canada and abroad, the MAG addresses an encyclopedic range of visual art and culture and is an ally in the research and presentation of Indigenous art. Housed within an over 115,000ft² facility, maintained to Class A Museum standards, the MAG permanent collection spans 5000 years of art with nearly 5000 works. MAG was founded on the collection of its namesake, Norman MacKenzie (1869–1936), who bequeathed his collection to the University of Saskatchewan (Regina College), now the University of Regina.

Opening in 1953 in the first purpose-built art gallery building in western Canada, the MacKenzie enjoys a nationally unique partnership with the University of Regina. After separating in 1990, and moving to its current premises, MAG now maintains separate board governance, site and an expansive mandate and quarters in the T.C. (Tommy) Douglas Building. The MAG is situated in Treaty Four territory, traditional land of the Cree, Saulteaux and Metis, and home to the Dakota, Nakota and Lakota peoples. The MAG is located on the edge of the 2300-acre Wascana Centre, the largest urban park in Canada, where nature, culture and education meet. Wascana Centre (1962) was designed by renowned modernist architect Minoru Yamasaki, designer of the original World Trade Center in New York, and is a living artifact of modernist design heritage.

The selected candidate will become part of a team of a dynamic team of staff, volunteers, and Gallery members.

Primary Purpose:

Reporting to the Curator of Education, and working closely with other staff and volunteers, the Education Assistant provides administrative and clerical support to the programming department of the MacKenzie Art Gallery ranging from complex to routine, all of which contribute to the efficient and professional operation and positive image of the Gallery.

Nature of Work:

Reporting to the Curator of Education, the Education Assistant (1/2- time term) provides administrative support and assistance to the gallery, and Programs department. The Education Assistant assists in coordinating meeting, booking rooms, preparing agendas and meeting materials, booking tours, coordination of all tour logistics, fees, invoicing, statistics. Program support includes: assisting with the coordination and

delivery of programs, maintaining the Learning Centre, and development, coordination, production and reporting of grants.

1. **Administrative support:** provide administrative support and assistance to the gallery, and Programs department. Coordinate meetings, prepare agendas, presentations, meetings materials, distribute material, set-up meetings and follow through with post-meeting follow-up items.
2. **Gallery, tour exhibition and program support:** provide administrative support including, booking tours, tour confirmation and coordination, booking sheets, billing and fee collection for all tours and programs, tour calendar, and maintain and update statistics.
3. **Education program support:** assist with the coordination, and delivery of all Gallery programs and supplies, assist with the maintenance of the Learning Centre, assist with maintaining and developing statistics and evaluations of designated programs, assist with development and coordination of grants, and assist with the development, tracking and follow-up of contracts and invoices.

See [attached job description](#) for further details.

Qualifications: Education: 1-year Administrative Assistance Certification or equivalent education and experience.

Qualifications: Experience: 1-year related experience in an office environment.

Requirements: Fluent in Microsoft Office; demonstration of exceptional interpersonal and communication skills (verbal and written), ability to copy edit and proof documents for spelling and grammatical errors; ability to anticipate and respond to the needs and interests of members donors and visitors; a keen and strategic business sense, complemented by exemplary people skills; excellent time management, organizational, and leadership skills; ability to show initiative working both independently and cooperatively in a term environment under multiple deadlines and in high pressure situations; strong computer literacy including Asana, Caterease and database software; ability to set-up video projectors, laptops, audio visual equipment for basic meeting purposes; knowledge and appreciation of art, galleries and / or museums is an asset.

Variable hours including evening and weekends. Driver's license required.

Salary Information: \$39,800 to \$42,342

Benefits: This position includes a comprehensive benefits package.

The MacKenzie Art Gallery is committed to maintaining an inclusive culture and building a diverse workforce that includes women, Aboriginal, Inuit and Metis peoples, persons with disabilities and members of visible minorities who have traditionally been and are currently underrepresented in the Canadian workforce. We welcome applications from all qualified candidates.

HOW TO APPLY:

Please apply no later than Thursday, March 26, 2020, 4:30 pm

Email: jmartin@mackenzie.art

Please include "Education Assistant" in the subject line of all applications sent via email.

MacKenzie Art Gallery
Attn: Jackie Martin, Director of Finance and Operations
3475 Albert Street
Regina, SK S4S 6X6

Inquiries regarding this position can be directed to Jackie Martin, Director of Finance & Operations, at (306) 584-4250 ext. 4275.

The successful candidate must submit a satisfactory Criminal Record Check prior to employment.