MACKENZIE ART GALLERY

engaging people in transformative experiences of the world through art

Job Title: Programs Assistant

Department: Programs

Status: ½ Time (one-year term) CUPE 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. 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, Dakota, Nakota and Lakota peoples and homeland of the Métis. 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 Program 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. The Program Assistant duties include:

1. **Administrative support to gallery, and Program department**: coordinate meeting dates and times; book rooms, prepare agenda and meeting materials; assist with preparation of presentations; distribute meeting materials; set-up AV / technical equipment for meetings; follow through with post-meeting follow-up items as needed; attend as required, record notes of meetings.

2. **Gallery tour, exhibition and program administration**: book tours and assist in the confirmation and coordination of bookings; prepare booking sheets and distribute; register,
invoice and collect fees for all tours and programs; maintain tour calendar; provide pre-tour information to booked venues; maintain and update statistical information.

3. **Education program support:** assist with the coordination, and delivery of all Gallery programs; assist with the research and development of lesson plans; assist with the planning, coordination and organization of supplies/material for programs; assist with the BMO Learning Centre and studio maintenance, cleaning and organization; assist in developing, implementing, and evaluating reports, records, grant proposals, statistics and evaluations of programs, and assist in the preparation, tracking and follow-up of contracts and invoices related to programs.

See attached job description for further details.

**Qualifications - Education:** Requires one-year administrative assistance certification or equivalent education and experience.

**Qualifications - Experience:** A minimum of one year of work in and office environment, with a focus on customer service, related experience in large gallery or museum or not-for-profit organization.

**Required Skills:**

- Demonstration of exceptional interpersonal and communications 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 team environment under multiple deadlines and in high pressure situations;
- Fluent in Microsoft Office (Microsoft Word, Excel, PowerPoint, Outlook, OneNote, Teams);
- Strong computer literacy including: Asana, Caterease and database software;
- Ability to set-up video projectors, laptops, audio visual equipment for meeting purposes;
- Knowledge and appreciation of art, galleries and/or museums is an asset.

**Term:** ½ time (one-year term)

**Salary Information:** $20,099 / year to $21,383

**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 Métis 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 Friday, August 21, 2020, 4:30 PM.

Email: jmartin@mackenzie.art
*Please include “Program 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 and Operations, at (306) 584-4250 ext. 4275.

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