MACKENZIE ART GALLERY

engaging people in transformative experiences of the world through art

Job Title: Curatorial Assistant

Department: Programs

Status: Full Time in Scope (CUPE 5791)

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 Head Curator, the Curatorial Assistant assists with development of exhibitions, publications, and Gallery programs, provide research and interpretation of the permanent collection, and acquisitions. Working collaboratively with staff assist with the planning and implementation of Gallery programs and activities. Provide admin support for meetings as required.

Nature of Work:
The mission of the MacKenzie Art Gallery is engaging people in transformative experiences in the world through art. The Curatorial Department plays an integral role in the delivery of this mission by leading the research, development, and organization of curatorial activities related to exhibitions, publications, public programs and acquisitions. Reporting to the Head Curator, the Curatorial Research Assistant will assist the Curators of the Gallery with on-going research in preparation for upcoming exhibitions.
1. **Research**: Conduct research for exhibitions, publications, permanent collection, and curatorial programs as assigned.

2. **Programming**: Assist with development of Gallery programs; preparation of programs texts, proposals, reports and correspondence; grant proposals; contracts to artists, lenders, guest curators, editors or writers; and the production of publications and other interpretive material.

3. **Admin support**: Handles departmental correspondence; prepares agendas, minutes, organizes meetings, assists with collections database, room and AV set-up.

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

**Qualifications - Education**: Minimum two year’s post-secondary education in a related discipline.

**Qualifications - Experience**: One year of directly related experience in a non-profit, or similarly complex environment, with excellent knowledge of art gallery museum procedures, art handling, and environmental standards, comfortable discussing issues affecting the arts today, knowledge of art, including expertise research, with a strategic priority towards Indigenous art and artists, and comfort and experience working with artists and curators.

**Skills**:

- Exhibition research, writing and production;
- Knowledge of gallery and museum procedures;
- Comfortable discussing issues affecting the arts today;
- Knowledge of art, including expertise in the area of research;
- Demonstrated ability to think and act strategically;
- Proactive, and highly organized, self-motivated;
- Ability to prioritize deadlines;
- Strong team player with the ability to work independently, collaboratively, and within a team environment;
- Ability to express ideas and concepts effectively, verbally and in writing, including the ability to prepare and present verbal and written reports of a specialized nature;
- Fluency in Microsoft Office (Word, Excel, PowerPoint, Outlook, SharePoint) and Asana (project management software);
- Familiar with Collections Management software considered an asset.

**Salary Information**: $40,198 to 42,765

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, February 26, 2021, 4:30 PM.

Applications for this position can only be submitted via the MacKenzie’s job application portal.

Any applications submitted via email or by mail will not be considered.

To visit the portal and apply, [please click here](#).
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.