



## **MACKENZIE ART GALLERY**

*engaging people in transformative experiences of the world through art*

**Job Title:** Assistant Preparator (casual)

[Click here to view the Assistant Preparator Job Description](#)

**Department:** Curatorial

**Status:** Casual, in Scope (CUPE 5791) Position

### **About the MacKenzie Art Gallery:**

The MacKenzie Art Gallery 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 MacKenzie 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 115,000ft<sup>2</sup> facility, maintained to Class A Museum standards, the MacKenzie permanent collection spans 5000 years of art with nearly 5000 works. The MacKenzie 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, the MacKenzie now maintains separate board governance, site and an expansive mandate and quarters in the T.C. (Tommy) Douglas Building. The MacKenzie is situated in Treaty Four territory, traditional land of the Cree, Saulteaux and Metis, and home to the Dakota, Nakota and Lakota peoples. The MacKenzie 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:** The Assistant Preparator assists in the install and de-install of exhibitions presented at the Gallery which includes the design, construction, and/or contract fabrication of display and storage apparatus, crates, and frames. The Assistant Preparator assists in the maintenance of the Permanent Collection, assists in lighting exhibitions and maintaining the lighting system and supports the production and presentation of live Gallery programs and events (public programs, presentations, workshops, etc.).

**Nature of Work:** Reporting to the Head of Program Operations, the Assistant Preparator assists the curatorial team in the preparation of gallery areas for the installation and de-installation of exhibitions. The Assistant Preparator constructs mounts and accessories for artworks and display, installation of gallery signage, labels and didactic material, install and adjust gallery lighting, assemble and maintain audio visual and computer equipment, and ensure the permanent collection is safely stored and maintained. The Assistant Preparator must be knowledgeable in fine art handling, knowledge of art history and curatorial practice and follow MacKenzie Art Gallery policies, guidelines, and practices, to ensure the MacKenzie's key messages and brand are consistently integrated in the exhibition installation.

1. **Exhibition support:** supports the install and de-install exhibits while ensuring that proper and safe art handling procedures are utilized. Construct exhibition installation environment, props, and aids.

Install signage, labels, and didactic material. Assist in construction of display and storage apparatuses, crates, frames, furniture and matting and framing.

2. **Permanent Collection:** works with staff in the maintenance of the permanent collection including safe and efficient storage of art. Prepare acquisitions for storage, including matting and framing.
3. **Loans:** work with staff to facilitate incoming and outgoing loans. Load and unload crate and works ensuring safe and proper handling techniques are practiced. Crate and uncrate works.

See attached job description for further details.

**Qualifications - Education:** 1-year Post-Secondary Education or equivalent work and experience in related field.

**Qualifications - Experience:** A minimum of one year of direct carpentry / cabinetry as well as tech skills / AV and computer skills, related experience in a non-profit, or similarly complex environment. Experience in fine art handling, and knowledge of art history and curatorial practice. Driver's license required. Familiarity with the MacKenzie Art Gallery and/or a non-profit organization would be considered an asset. Knowledge of contemporary art world would be an asset.

**Skills:** Demonstrated knowledge of Microsoft Office; knowledge of working with tool; experience in the safe operation of hand powered tools; knowledge of AV equipment; ability to lift heavy objects; experience working as an art handler; strong team player with ability to work collaboratively and independently; remain organized and execute details precisely under pressure; and demonstrated excellent interpersonal and communication skills.

**Salary Information:** \$18.44 / hour

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 Wednesday, April 28, 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.*