



**MACKENZIE ART GALLERY**

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

**JOB POSTING**

**Job Title:** Administrative Assistant

**Department:** Finance

**Status:** Permanent, In-Scope (CUPE 5791) position

**About the MacKenzie Art Gallery:**

The MacKenzie Art Gallery plays an important role in the Canadian and International art ecosystem. Programming primarily contemporary art from the prairies, Canada and abroad, the MacKenzie addresses an encyclopedic range of visual art and has a proud and consistent history of being an ally in exhibiting and collecting the work of Indigenous artists, with leadership from Indigenous curators. The MacKenzie is at a crucial point in our history where we are seeking to critically examine our own histories, failings, and opportunities as we redefine our role as a cultural institution within our community. We are seeking a visionary leader who can bring a spirit of care, thoughtfulness, play, experimentation, and responsibility to our artistic vision, guiding a professional team to work collaboratively with each other, with artists, and our broader community.

Opening in 1953 on the University of Saskatchewan Regina Campus (now the University of Regina), in the first purpose-built art gallery building in western Canada, the MacKenzie enjoys a nationally unique partnership with the U of R. 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 MacKenzie features an outdoor sculpture garden with potential for growth through loans, acquisitions, and commissions. The MAG is situated in Treaty Four on the traditional territory of the Cree, Sauteaux, Lakota, Dakota, and Nakota people, and the homeland of the Métis Nation. The MacKenzie is housed in a 115,000 sqft facility, maintained to Class A Museum standards, with a permanent collection that spans 5000 years of art with nearly 5000 works. The MacKenzie is located on the edge of the 2300-acre Wascana Centre, the largest urban park in Canada. 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.

**Primary Purpose:**

Reporting to the Director of Finance and Operations, and working closely with other staff and volunteers, the Administrative Assistant provides administrative and clerical support to all departments 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 Director of Finance and Operations, and working closely with other staff and volunteers, the Administrative Assistant provides administrative support and assistance to various committees across the organization; assists with processing and maintaining accounting payable and accounts receivable; collects and confirms shop and admissions deposits and maintains sales and statistical summaries; maintain and distribute all statistical information for grant reporting requirements; provide support for and routing of Occurrence Reports; make travel arrangements and hotel reservations for staff, artists, or guests travelling on behalf of the Gallery; prepare, track and follow-up contracts and related correspondence for artists and guests' performers or lecturers for Gallery programs.

1. **Administrative Support:** The Administrative Assistant provides administrative support and assistance to various committees across the organization. Prepares correspondence, mail outs, assembling communication and marketing kits, ensures the format complies with Gallery style guide and visual identity. Provides support for routing of Occurrence Reports. Organizes special events as required including invites, facilities, catering, set-up, clean-up, and facility contracts. In the absence of the Executive Assistant maintain the correspondence, calendar, and scheduling of appointments for the Executive Director and CEO. Fills in for administrative and clerical support in temporary absence of support in other areas. Conducts research and assists with special projects as requested. Respond to phone, email, and in-person inquiries.
2. **Finance and Statistical Support:** The Administrative Assistant provides support in the processing and maintaining of accounts payable and accounts receivable. Collects and confirm shop and admission deposits and maintain sales and statistical summaries. Assists in the reconciliation of Gallery credit cards. Maintains and distributes all statistical information for grant reporting requirements, monthly and annual reports. Establish and maintain file system for incoming documents.
3. **Travel Arrangements:** The Administrative Assistant makes travel arrangements and hotel reservations for all staff, artists, or guests travelling on behalf of the Gallery.
4. **Contracts:** The Administrative Assistant ensures that protocols are followed regarding the visits of special guests, dignitaries, Elders, politicians, partners, donors, funders, artists, curators. Ensures that all visitors are warmly greeted and made to feel welcome. Prepares, tracks and follows-up contracts and related correspondence for artists and guest performers or lecturers for Gallery programs.

See attached **job description** for further details.

**Qualifications: Education:** One-year Administrative Assistance Certification

**Qualifications: Experience:** A minimum of one year directly related experience in a non-profit, or similarly complex environment, with a focus on customer service.

**Requirements:**

- 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 team environment under multiple deadlines and in high pressure situations.
- Fluent in Microsoft Office (Microsoft Word, Excel, PowerPoint, Outlook).
- Experience in database management.
- Ability to set up video projectors, laptops, audio visual equipment for basic meeting purposes.
- Valid Driver's License required.
- Knowledge and appreciation of art, galleries and/or museums is an asset.

This position requires working public events, some evening, and weekends.

**Salary Information:** \$40,801 to \$43,406

The MacKenzie Art Gallery is committed to maintaining an inclusive culture and building a diverse workforce that includes diversity in gender identity/representation, First Nations, Inuit and Métis peoples, persons with disabilities and members of racialized communities 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 October 13, 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 [www.mackenzie.art](http://www.mackenzie.art)

*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.*