



**MACKENZIE ART GALLERY**

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

**JOB POSTING**

**Job Title:** Member and Volunteer Coordinator

**Department:** Development

**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:**

Working with Gallery visitors, staff and volunteers, the Member & Volunteer Coordinator's primary function is to recruit and assist in the logistics and administration of volunteers, creating deeper relationships between the gallery and its volunteers and membership.

Provide administrative support to the development and execution of fundraising events and programs, including the planning and coordination of activities with staff and volunteers.

Responsible for CMR data management and data integrity.

**Nature of Work:**

Reporting to the Director of Development, and working closely with Gallery visitors, staff and volunteers, the Members and Volunteer Coordinator assists with researching, developing, recruiting, and evaluating a progressive volunteer program for the MacKenzie Art Gallery. The Volunteer & Member Coordinator is responsible for the CRM data management and data integrity including maintaining and updating all member, volunteer, community

membership, donor and sponsor profiles and records, processing memberships and donations, reports, and stewardship activity, and will work the front admissions / guest services desk and other public events as required. Provide administrative support to the development and execution of strategic fundraising by assisting with the planning and coordination of activities.

1. **Volunteer administration:** Provide administrative support and assistance to the volunteer programs, main point of contact, a resource and ambassador, ensures volunteers needs are fully understood and met, provide administrative support, assistance, and coordination for volunteer programs. Responsible for assisting with coordinating volunteer orientations and training sessions and follow up to increase understanding of the MacKenzie Art Gallery, and the roles and responsibilities of volunteers.
2. **CRM Data Management and Data Integrity:** Responsible for CRM data management and data integrity including maintaining and updating all member, volunteer, community membership, donor and sponsor profiles and records, processing memberships and donations, reports, and stewardship activity.
3. **Development support:** Contributes to the development and execution of strategic fundraising by providing administrative support including updating all member, donor and sponsor profiles, processing memberships and donations, reports, correspondence, mailouts and stewardship activity.
4. **Visitor Service support:** Works front admission / guest services desk and other public events as required from time-to-time to process transaction and always provide customer and visitor service, maintain the highest level of professionalism with a focus on surpassing standards of customer services.

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:** \$48,900 to \$53,736

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 20, 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.*