

**MACKENZIE ART GALLERY**

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

**Job Title:** Touring Exhibitions Coordinator

**Reports to:** Director of Programs

**Status:** Part Time in Scope (CUPE 5791) Position

**Salary:** \$35,000

**Hours:** 22.5 hours per week.

**Term:** 3 years

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**Primary Function:**

The Touring Exhibitions Coordinator is a three-year term position responsible for the administration of exhibitions produced by and adapted from the MacKenzie Art Gallery's program. This will include the organization of tour schedules, liaising with host venues, coordinating packing and transport, care, safety, accountability, and documentation (archival, digital, and photographic) of outgoing MacKenzie exhibitions. The Touring Exhibitions Coordinator will also provide general support to the Registrar, Head of Program Operations, and Director of Programs with venue research and all logistics related to MacKenzie developed exhibitions.

**Nature of Work:**

Reporting to the Director of Programs and working closely with Curatorial and Program Operations staff, the Touring Exhibitions Coordinator coordinates the operational aspects of exhibitions developed by the MacKenzie Art Gallery and adaptations required for tour. The Touring Exhibitions Coordinator must be knowledgeable in gallery and museum practices, art handling, transport (nationally and internationally), and work well with a wide range of staff, collectors, curators, and vendors. They will coordinate and distribute touring prospectuses and oversee the logistics and file management for the MacKenzie and hosting venues. The Touring Exhibitions Coordinator will act as the primary contact with partner venues on matters pertaining to logistics, invoicing, and tracking agreements. The Touring Exhibitions Coordinator will attend production meetings and other meetings as required. This position can operate remotely, in-person, or in a hybrid work model.

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The role requires a highly organized person and a strategic thinker. The successful candidate will communicate professionally, exercise initiative, and work autonomously.

**Scope and Responsibilities:**

- Coordinate and distribute tour prospectuses, object lists, crate lists, packing lists, and condition reports.
- Research and contact prospective venues for exhibition tours, maintaining records on contacts and critical venue details such as Standard Facility Reports, environmental charts, and floor plans.
- Maintain organized records for active touring exhibitions.
- Use SketchUp to adapt floor plans where appropriate.
- Coordinate active touring content for the MacKenzie Art Gallery website and social media platforms.
- Liaise with the Head of Program Operations, Exhibition Curators, and Director of Programs to develop, administer, and rigorously monitor exhibition budgets and project invoicing.
- Coordinate and monitor touring exhibition agreements between the MacKenzie Art Gallery and tour venues.
- Assist the Registrar with the coordination of exhibition loans.
- Liaise with Head of Program Operations, Exhibition Curators, and Registrar to adapt exhibitions for tour.
- Oversee the collection and negotiation of estimates from fine art and common carrier transport agents for transport, and, where appropriate, packing, crating, and storage of exhibitions.
- Arrange and monitor dispatch and receipt of exhibitions with attention to lender agreements and museum standards.

- Devise and implement budget-conscious schedules for the circulation of exhibitions, in consultation with tour venues, MAG staff, lenders, and transport agents.
- Where appropriate, provide information for customs import and export, liaise with brokers, consult the Cultural Property Export Review Board, and ensure that the MAG complies with federal and international regulations on the use of temporary export and import permits.
- Coordinate travel for MAG staff accompanying touring exhibitions.
- Where appropriate, oversee exhibition installations and take-downs at tour venues (may require travel when work cannot be performed virtually).
- Coordinate all insurance documentation in support of the MAG Registrar and host venues.
- When appropriate, assist with the coordination of insurance claims for all touring exhibitions.
- Maintain accurate and organized records for all touring exhibitions.
- Assist with the preparation of grants for touring exhibitions
- Coordinate copyright clearances to obtain permission to use and share content with ease and confidence throughout the tour in support of the MAG Registrar.
- Other duties as assigned.

**Knowledge, skills, and experience:**

- Experience in working to international museum standards for transport, packing, handling, and environmental requirements, negotiating loans and associated contracts.
- Experience in tour management and transport options.
- Experience of liaising effectively with colleagues and external contacts within a museum/gallery environment.
- Excellent project management skills and evidence of the ability to plan work to meet agreed standards, deadlines, and budgets.
- Experience of budgeting and monitoring procedures.
- Ability to work under pressure, meet deadlines, and retain good attention to detail.
- High level of computer literacy
- Sensitive collaborator and strategic planner
- Passion for contemporary art
- Commit to the equity and accessibility efforts upheld by the MacKenzie Art Gallery
- Knowledge and appreciation of wide range of art in all media.
- Knowledge of regulations and legislation regarding Cultural Properties, customs, insurance, copyright, and related areas.
- Knowledge of UNDRIP and culturally sensitive handling protocols is an asset.
- Knowledge of SketchUp and Adobe CS is an asset.

**Education:**

- A university degree in a related discipline or equivalent professional experience.

**Experience:**

- Three years related experience.