JOB POSTING

Job Title: Touring Exhibitions Coordinator
Reports to: Programs
Status: Part Time in Scope (CUPE 5791) Position

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.

About the Position:
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 adoptions 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.

The role requires a highly organized person and a strategic thinker. The successful candidate will communicate professionally, exercise initiative, and work autonomously.
1. **Exhibition Research**: Contacting prospective venues for exhibition tours, detailing critical details such as Standard Facility Reports, environmental charts and floor plans. Assist with coordinating insurance documentation on venues, and preparation of grants for touring exhibitions. Liaise with internal coworkers to adapt exhibitions for tour.

2. **Exhibition Preparation & Execution**: Distribute tour prospectuses, object lists, crate lists, packaging lists and condition reports. Use SketchUp software to adapt floor plans when appropriate. Coordinate active touring content for Mackenzie Art Gallery website and social media. Oversee exhibition installations and take-downs where appropriate.

3. **Administrative**: Maintain organized records of all touring exhibitions, coordinate travel for Mackenzie Art Gallery staff, assist with coordination of exhibition loans, help implement budget-conscious schedules for the circulation of exhibitions.

See job description for this position [here](#).

**Qualifications - Education**: Requires a Post-Secondary education or relevant professional experience

**Qualifications - Experience**: A minimum of three years’ experience in related field

**Skills**: Interpersonally competent- liaising effectively with colleagues and external contacts within a museum/gallery environment; project management skills and evidence of the ability to plan work to meet agreed standards, deadlines and budgets; computer literate with experience with Microsoft Office, Adobe CS and SketchUp; Collaborator with an ability to work under pressure; Time management skills.

Working evenings and weekends

**Term**: Part-time three year term.

**Hours**: 22.5 hours per week

**Salary Information**: $35,000 annually

**Benefits**: This position includes a comprehensive benefits package.

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, March 11, 2022**

Applications for this position can only by 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 Crystal Mowry, at (306) 584-4250 ext. 4265

The successful candidate must submit a satisfactory Criminal Record Check prior to employment.