



MACKENZIE ART GALLERY

engaging people in transformative experiences of the world through art

Job Title: Director of Operations

Department: Operations

Status: Full-Time Managerial/Out-of-Scope

About the Position:

The MacKenzie Art Gallery (MAG) is seeking a forward-thinking leader to oversee Operations through the lens of the Gallery's core values, including creativity, equity, and accessibility. Reporting directly to the CEO, and working alongside the Director of Programs and other members of the senior leadership team, the Director of Operations is responsible for financial management, lease and building management, budget and inventory oversight, and multi-year business and facility planning. The position acts as a part of the leadership team, while also directly supporting Human Resources, the Gift Shop, all revenue generating activities, and all departments for budgetary planning and review. The ideal candidate will possess the ability to proactively develop multi-year plans to improve efficiency, increase revenue and reduce costs as needed. The successful candidate will be able to continue the Gallery's move into a more integrated digitally assisted workflow and will possess strong ethical integrity and knowledge to promote Diversity and Inclusion & Environmental, Social and Governance strategies.

About the MacKenzie Art Gallery:

The MacKenzie Art Gallery is Saskatchewan's oldest public art gallery, and is committed to creating transformative experiences of the world through art. 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 endeavours to be a strong ally in the research and presentation of Indigenous art. Housed within an over 115,000ft² facility, maintained to Class A Museum standards, the MacKenzie permanent collection spans 5000 years of art with nearly 5000 works. 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 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.

Nature of Work:

1. **Operations and Finance:** Responsible for the operational activities of the Gallery including financial management, strategic analyses, business planning, self-generated revenues, financial and statistical aspects of grant management, facility management and the maintenance and protection of the Gallery's assets. Research, analyze and report trends and benchmarks with other organizations regarding financial and operational practices. Oversee current and future facilities planning. Responsible for the business planning and profitability of the Gallery Shop. Develop and manage the annual and multi-year budget based on the Gallery's strategic plan with guidance from the CEO.
2. **Legal and Accounting:** Work with management team and any third parties to ensure proper accounting procedures are in place and adhered to. Act as main contact for third-party Accounting providers and oversee accounting strategy including recommendations on accounting relationships and providers. Responsible for collection, remittance and reporting of statutory obligations and coordination with auditors. Responsible for oversight of policy and contract development with an eye towards compliance with relevant laws, regulations, and best practices. Alongside CEO, will be the primary contact for legal representatives, ensuring gallery meets all obligations including tax and legislation compliance.
3. **Information Technology and Human Resources:** Assist Executive Director & CEO and HR & Equity Manager in the negotiation and interpretation of the Collective Bargaining Agreement (CBA). Supervise and manage HR & Equity Manager. Strong knowledge of relevant technological and operational policies. Responsible for information technology systems and information management systems including overseeing relevant third-party IT service providers.
4. **Accessibility and Equity:** Ability to promote equity and inclusion as core concepts in all actions and decisions affecting people, programs and procedures.

See attached [job description](#) for further details.

Qualifications - Education: Post-secondary degree in a related field, knowledge of generally accepted accounting principles (GAAP)

Qualifications - Experience: A minimum of five (5) years' experience in relevant management experience, preferably in the arts or non-profit sector. Experience in budget and financial planning for a non-profit organization, experience in project management with demonstrated competence in contract negotiation and management.

Skills: High project management competency; ability to act with integrity, professionalism and confidentiality; excellent interpersonal, negotiation and conflict resolution skills; continuous learner with ability to work and research independently; proven ability to establish and maintain effective working



relationships with management, staff and art gallery community colleagues; strong analytical and problem-solving skills.

Job Status: Two (2) Year Term with Possibility for Move to Permanent

Hours: Full-time salaried

Salary Information: \$90,000 - \$118,000

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 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 unrepresented in the Canadian workforce. We welcome applications from all qualified candidates.

HOW TO APPLY

Please apply no later than June 16, 2022

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 Vladan Vukovic, at (306) 584-4250 ext. 4276

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