

MACKENZIE ART GALLERY

engaging people in transformative experiences of the world through art

Job Title: Preparator Assistant Facilities- Casual

Department: Programs

Status: Casual 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.

Primary Function:

Working with the Partnership & Events Coordinator, responsible for the set-up, operation, and maintenance of spaces and equipment for Gallery and facility rental programs.

Working with Preparator staff and with Head of Program Operations, assists with the installation and de-installation of exhibitions, maintenance of displays, construction of display/storage apparatuses, crates and frames, crating, preparation of Gallery spaces, and care for the Permanent Collection.

Nature of work:

1. **Audio/Visual:** Set up and/or operate lighting, furnishings, audio visual equipment, and computer equipment for Gallery and facility rental programs; Provide support to facility users and resolve potential conflicts; Clean all facility furnishings and equipment used for Gallery and facility rental programs; In consultation with Partnership & Events Coordinator, determine facility and AV

requirements for Gallery and facility rental programs, and help identify and resolve potential conflicts

2. **Installation/Deinstallation:** Assist with the installation and de-installation of exhibitions while ensuring that proper and safe art handling procedures are utilized; Load and unload crates and works ensuring safe and proper handling techniques are practiced; Assist in the construction of display and storage apparatuses, crates, frames, and furniture; Crate and uncrate works
3. **Other:** Assist with maintenance of facility, production, and storage areas; assist in the maintenance of the permanent collection including safe and efficient storage of art; Participate in meetings as assigned or required

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

Qualifications - Education: Grade 12 Diploma or equivalent

Qualifications - Experience: Six (6) months related experience or a combination of experience, education and training would be considered

Skills: Interpersonally competent- liaising effectively with colleagues and external contacts within a museum/gallery environment; Able to work independently; Strong verbal communication skills; Active listening skills; able to meet tight deadlines

Working evenings and weekends

Hours: Casual

Salary Information: \$21.23 hourly

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 candidates.

HOW TO APPLY

Please apply no later than Friday, September 2, 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.