



## **MACKENZIE ART GALLERY**

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

**Job Title:** Welcome Centre Sales Assistant- Casual

**Department:** Operations

**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 115,000ft<sup>2</sup> 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:** Reporting to the Gallery Shop Assistant Manager, the Welcome Centre Sales Assistant - Casual is responsible for the general operation of the Welcome Centre including Gallery Shop operations, visitor support, and assisting volunteers. As the first point of contact for visitors, Welcome Centre Sales Assistant embody the MAG values of equity and accessibility in their interactions assisting guests.

### **Nature of work:**

1. **Shop Operation:** Operate point of sale systems including cash register, complete daily cash outs and bank deposits, assist with preparing orders received through online store, assist with maintaining displays, putting out new stock, restocking shelves, display cases and general housekeeping
2. **Visitor and Volunteer Support:** Process sales for gift shop products, memberships and admissions and collect contract information as appropriate, provide best practice customer service in accordance with ongoing training and Gallery vision and values, act as a resource to visitors on current Gallery programs and exhibitions, support and monitor volunteers on a day-to-day basis with

sales to visitors, handling of cash, credit and debit transactions and visitor inquiries

3. **Training and Development:** Participate and engage with ongoing training, complete training requirements in assigned time frame

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

**Qualifications - Education:** Grade 12 Diploma or equivalent

**Qualifications - Experience:** Four (4) months retail 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

Working evenings and weekends

**Hours:** Casual

**Salary Information:** \$17.21 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 qualified candidates.

#### **HOW TO APPLY**

**Please apply no later than Monday, February 27, 2023**

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.*