



MACKENZIE ART GALLERY

engaging people in transformative experiences of the world through art

Job Title: Collections Assistant

Department: Programs

Status: 12-week internship (June 3, 2024 – August 23, 2024)

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.

About the Job:

The mission of the MacKenzie Art Gallery is to provide outstanding, transformative experiences in the visual arts. The Curatorial Department plays an integral role in the delivery of this mission by leading the research, development, and organization of curatorial activities related to exhibitions, publications, public programs and acquisitions.

The Collections Assistant position is designed to assist students in gaining the curatorial research and collections management skills necessary for a wide range of curatorial/collections management positions in contemporary art galleries and museums and contribute to further employment in the heritage sector. Past students have gone on to graduate work and curatorial positions nationally and internationally. The Collections Assistant will work directly under the supervision of the Director of Programs with additional supervision provided by the Registrar and Conservator. The Collections Assistant will assist with ongoing research in preparation for the following upcoming exhibitions and curatorial programs:

Responsibilities:

- Assist with the update of copyright and biographical survey forms
- Research and compile demographic details for artists with work in the Permanent Collection.
- Research and compile copyright clearance permissions for artworks in the Permanent Collection.
- Assist in preparation of condition reports and object descriptions.
- Assist in database entries for loans and acquisitions.

Qualifications:

- The qualified candidate will be a post-secondary student, preferably in the third or fourth year in the BA or BFA program in Art or Art History or a discipline relevant to collection management.

Skills:

- Excellent proficiency in Microsoft Office (Word, Excel), library catalogue searches, and internet searches.
- Familiarity with online databases and graphics programs an asset.
- Excellent written and oral communication skills.
- Must be highly motivated self-starter.
- Strong organizational and time management skills.
- The qualified candidate will be a post-secondary student, preferably in the third or fourth year in the BA or BFA program in Art or Art History or a discipline relevant to collection management.
- Excellent proficiency in Microsoft Office (Word, Excel).
- Must be registered full-time post-secondary student (intending to return to full-time studies)
- Must be between 16 and 30 years of age.
- A Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

Pay: \$18.23 per hour



How to Apply:

Please submit application through Jotform link: <https://form.jotform.com/241077445349259>

Once the posting becomes available on Young Canada Works you will be messaged and directed to apply directly through Young Canada Works to ensure eligibility.

Any questions please contact Vlado Vukovic, HR & Equity Manager, at vvukovic@mackenzie.art.

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.