
Position Specification



Envisioning a world where art inspires and heals across generations.

ORGANIZATION:	MacKenzie Art Gallery
POSITION:	Director of Finance & Operations
LOCATION:	Regina, Saskatchewan
POSITION DETAILS:	Full Time, Permanent
REPORTS TO:	Executive Director & CEO
WEBSITE	https://mackenzie.art/

ABOUT THE MACKENZIE ART GALLERY

The MacKenzie Art Gallery (the MacKenzie) is a centre for art and culture that holds a collection in trust for the community. It presents art and experiences that help people to understand each other, the world, and who we want to be.

The MacKenzie is Saskatchewan's oldest public art gallery and has one of the longest and most meaningful histories of championing Indigenous art of any public gallery in Canada.

The MacKenzie embraces its unique position within the Canadian and international art landscapes, celebrating the diverse perspectives of all artists within the Plains region and Canada. It focuses on Indigenous and contemporary art, contextualized through select historic and international work.

The MacKenzie is a place where art, culture, and community thrive, expanding the imagination and understanding of Saskatchewan and beyond. It serves a leadership role as the only provincial organization with the mandate and facilities to address an encyclopedic range of visual art and culture. Located on Treaty 4 territory in Regina's beautiful Wascana Park—one of Canada's largest urban parks—its permanent collection spans 5,000 years of art with nearly 5,000 works.

THE ROLE

The Director of Finance & Operations is an integral part of the Senior Management Team. They will lead the Finance, Human Resources, and General operations, while managing the relationship with the MacKenzie's external IT provider. They are responsible for all revenue-generating activities, and multi-year budgetary planning and review of all departments.

The ideal candidate will possess the ability to proactively develop plans to improve efficiency and reliability of operations, increase revenue, and reduce costs in accordance with the goals in the Strategic Plan. They should be a strong leader of people with excellent interpersonal relationship and communications skills. They are an organized, clear thinker with a capacity for decision-making.

RESPONSIBILITIES

Financial Leadership

- Under guidance from the CEO, develop and manage annual and multi-year budgets based on the Gallery's strategic plan and provide support and guidance to the entire management team.
- Oversee the planning and execution of all financial and operational activities and budgets whether through third-party providers or in-house staff.
- Oversee current and future capital planning and projects including coordination with consultants and internal staff to manage construction projects, equipment purchases, furniture, service contracts, etc. Monitor all pertaining budgets and other control systems for capital projects.
- Work with management team and any third parties to ensure proper accounting procedures are in place and adhered to.
- Oversee and ensure financial compliance with all granting agencies.
- Responsible for collection, remittance and reporting of statutory obligations and coordination with auditors.
- Alongside CEO, is the primary contact for legal representatives, ensuring gallery meets all obligations including tax and legislation compliance in operations and contract/policy development.
- Research, analyze and report trends and benchmarks with other organizations regarding financial and operational practices.

Operational Oversight

- Responsible for the operational activities of the MacKenzie including financial management, strategic analyses, business planning, self-generated revenues, funding agreements and budgeting, facility management and the maintenance and protection of the MacKenzie's assets.
- Assist the CEO and Head of People and Culture in the negotiation of collective agreements.
- Develop and implement policies and programs for administrative, financial, facility operations and building security.
- Provide mentorship and oversight for the business planning for the Gallery Shop and all revenue generating activities at the Gallery.
- Responsible for information technology systems and information management systems, including overseeing relevant third-party IT service providers.
- Oversee the planning and execution of all information technology and information management activities.

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- Liaise with SaskBuilds and Procurement in oversight, negotiations, and administration of the MacKenzie's lease including day-to-day operations with regards to cleaning, general maintenance, and security.
 - As assigned, act on behalf of the Executive Director & CEO in their Absence.
 - Actively participate in relevant organizational committees.
 - Maintain a strong working knowledge of relevant technological and operational policies. This includes but is not limited to: Occupational Health and Safety Act and Regulations and the legal implications and terms used in contracts.

CANDIDATE QUALIFICATIONS

- Five years' relevant management experience in the arts & cultural, not-for-profit, or private sector.
- Demonstrated management experience in developing and leading an organizational strategic plan and business plan.
- Familiar with generally accepted accounting principles (GAAP).
- Brings project management skills with demonstrated competence in contract negotiation and management.
- Ability to promote equity and inclusion as core concepts in all actions and decisions affecting people, programs, and procedures.
- Demonstrated experience in planning and organization, with a thorough understanding of operations and maintenance requirements of a public sector building.
- Knowledge or understanding of IT infrastructure, software development, and systems integration.
- Brings strong business acumen, with an understanding of how finance and IT strategies impact the broader goals of the organization.
- Track record of promoting a positive corporate culture and has experience with employment engagement strategies.
- Understanding of human resources issues, policies, and practices is an asset.
- Ability to establish and maintain effective working relationships with management, staff, and art community colleagues.
- Experience working within a unionized environment.
- Knowledge in budget preparation and financial planning for a non-profit organization is an asset.
- An interest in, or passion for the arts is an asset.
- Post-secondary degree with a CPA, B. Comm or an MBA, or experiential equivalent.

COMPENSATION

The MacKenzie Art Gallery offers a competitive compensation package including health & dental benefits and an RRSP contribution.

The salary range for this role is between \$110K to \$135K, commensurate with experience.

HOW TO APPLY

Please apply by email with your cover letter and resume no later than Sunday, April 5th, 2026.

Send to: MAG@searchlightpartnersgroup.com

The MacKenzie Art Gallery is committed to maintaining an inclusive culture and building a diverse workforce that reflects diversity in gender identity/representation, as well as First Nations, Inuit, and Métis peoples, persons with disabilities, and members of racialized communities who have traditionally been underrepresented in the Canadian workforce. We welcome applications from all qualified candidates.

LAND ACKNOWLEDGEMENT

The MacKenzie Art Gallery is located in Treaty 4 / oskana kâ-asastêki / Regina, the traditional and contemporary territory of the nēhiyawak, Saulteaux, Lakota, Dakota, and Nakota people, and the homeland of the Métis Nation (part of Western Region 3, Métis Nation—Saskatchewan).

For the MacKenzie Art Gallery Strategic Priorities, Values, Equity statements and actions, and Accessibility; please see: <https://mackenzie.art/vision-and-values/>