



## **MACKENZIE ART GALLERY**

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

### **JOB POSTING**

**Job Title:** Assistant Preparator Facilities

**Department:** Curatorial

**Status:** Full-Time, In-Scope (CUPE 5791) one-year term position

### **About the MacKenzie Art Gallery:**

The MacKenzie Art Gallery (MAG) is Saskatchewan's oldest and most comprehensive public art gallery. Programming primarily contemporary art, the MAG addresses an encyclopedic range of visual art and culture, and is an international leader in Indigenous art. Purpose-built and 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, as the University art gallery, we maintain a nationally unique partnership with the University of Regina while maintaining separate board governance, site and an expansive mandate. Our current facilities were retrofitted in 1990, and MAG is located on the edge of the 2300-acre Wascana Centre (1962), the largest urban park in Canada. Wascana Centre was designed by renowned modernist architect Minoru Yamasaki, designer of the original World Trade Center in New York, and is a notable artifact of modernist design heritage. Today this park is a national treasure, where science, culture, education and nature meet, within the provincial capital commission.

### **Primary Purpose:**

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

Working with curatorial staff, 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:**

Reporting to the Exhibitions Manager, the Assistant Preparator Facilities supports the facility rental program and working closely with the Events and Rentals Coordinator to resolve potential conflicts and realize the goals and objectives of the program. The Assistant Preparator Facilities works closely and

collaboratively with the Curatorial team to install and deliver exhibitions and programs that engage visitors in the visual arts. The Assistant Preparator Facilities must be knowledgeable in visual arts, follow MacKenzie Art Gallery policies, guidelines, and practices, to ensure the MacKenzie's permanent collection is handled with Museum Standard guidelines.

**Accountabilities:**

- 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.
- Maintain equipment for Gallery and facility rental programs, including repairs; coordinate purchases and rentals as directed.
- Clean all facility furnishings and equipment used for Gallery and facility rental programs.
- Assist with all deliveries and equipment used for Gallery and facility rental programs.
- In consultation with Events and Rental Coordinator, determine facility and AV requirements for Gallery and facility rental programs, and help identify and resolve potential conflicts.
- Assist with the installation and de-installation of exhibitions while ensuring that proper and safe art handling procedures are utilized.
- Assist in monitoring and maintaining displays and installations.
- 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.
- Pick up and deliver works.
- Working with the Collections Coordinator and Conservator, assist in the maintenance of the permanent collection including safe and efficient storage of art.
- Assist the Collections Coordinator and Conservator with research, conservation, and documentation requirements.
- Participate in meetings as assigned or required.
- Provide facility use advice and assistance to staff.
- Assist with maintenance of facility, production and storage areas.
- Other duties as required.

**Qualifications: Education:** Grade 12.

**Qualifications: Experience:** A minimum of six months related experience.

**Requirements:** Demonstrated knowledge of Microsoft Office; knowledge of working with tool; basis knowledge of AV equipment; strong team player with ability to work collaboratively and independently; and demonstrated excellent interpersonal and communication skills.

Variable hours including evening and weekends. Driver's license required.

**Salary Information:** \$39,212 to \$41,716

**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 women, Aboriginal, Inuit and Metis 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 Friday, April 27, 2017, 4:30 PM.**

Email: [jackie.martin@mackenzieartgallery.ca](mailto:jackie.martin@mackenzieartgallery.ca)

*Please include "Assistant Preparator Facilities" in the subject line of all applications sent via email.*

MacKenzie Art Gallery  
Attn: Jackie Martin, Director of Finance and Operations  
3475 Albert Street  
Regina, SK S4S 6X6

Inquiries regarding this position can be directed to Jackie Martin, Director of Finance & Operations, at (306) 584-4250 ext. 4275.

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