



MACKENZIE ART GALLERY

engage people in transformative experiences in the world through art

Job Title: Exhibition Manager

Department: Curatorial

Status: Full Time, Permanent, In Scope (CUPE 5791) Position

About the MacKenzie Art Gallery:

The MacKenzie Art Gallery (MAG) is Saskatchewan's most compelling art gallery, sited in the provincial capital commission of Regina. Programming primarily contemporary art, the MAG serves a senior leadership role as the only provincial organization with the mandate and facilities to address an encyclopedic range of visual art and culture. 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, the MAG became independent of the University moving into our current facilities in 1990. MAG is located on the edge of the 2300-acre Wascana Centre (1962), the fourth largest urban park in North America. 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 where science, culture, education and nature meet is the permanent home of the MacKenzie Art Gallery.

The selected candidate will become part of a team of a dynamic team of staff, volunteers, and Gallery members.

Primary Purpose: The Exhibition Manager is responsible for coordination of exhibition logistics, planning and production and supervising preparatorial staff. In consultation with Executive Director & CEO, Director of Programs, Head Curator, management team, curatorial and other program staff, responsible for the coordination and scheduling, production and installation of all exhibitions presented in the Gallery, ensuring that the vision of the artist and curator is fulfilled; and to ensure that the program aligns with the Gallery's Vision, Mission and brand identity.

Ensure that works of art are handled within the Museum Standard guidelines.

Supervise permanent and casual preparatorial staff.

Nature of Work: The mission of the MacKenzie Art Gallery is engaging people in transformative experiences in the world through art. 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. Reporting to the Head Curator (until the position of Director of Programs is filled), the Exhibition Manager will coordinate exhibition logistics, planning, production, scheduling, and installation of all exhibition presented in the Gallery.

Accountabilities:

- Responsible to supervise and coordinate the technical planning, production, installation and de-installation of all Gallery programs and permanent collection and ensure that the vision of the artist and curator or programmer is fulfilled and are consistent with the Vision, Mission and brand of the Gallery.
- Liaises with contract staff, artists, guest curators, exhibition designers, and lending institutions of touring exhibitions. Coordinates meetings and works closely with guest curators to adapt program proposals to Gallery specific operations and protocols, and makes recommendations to adapt projects to the Gallery's facilities, context and vision.
- Coordinates the installation/deinstallation schedule and anticipate and resolve any conflicts between all Gallery programs and other Gallery functions. Works closely with all relevant staff to ensure smooth functioning of programs, in conjunction with revenue generating activities, facility rentals, development and partnerships.
- Maintains master exhibition and program schedule, determining dates with cross-departmental input and communicates updates and information to Gallery staff. Develops exhibition check lists, determines dates and deadlines for, floor plans, labels, texts, graphics, design elements and interactive materials.
- Working in concert with appropriate staff, coordinates the exhibition design and layout for all exhibitions and produces the design and layout for borrowed exhibitions when required. Coordinates the exhibition design process in collaboration with program staff and communications staff to ensure the consistency and integrity of visual identity, brand and visitor experience.
- Utilizes appropriate tools, including spatial design software, to prepare exhibition design layouts and renderings.
- Ensures design consistency between program communication materials (publicity, website, etc.) and Gallery experience (wall labels, didactics, directional signage), working in concert with communications and curatorial staff.
- Ensures that Gallery areas are prepared for exhibitions.
- Monitor and ensure appropriate maintenance of installations.
- Consults with artists, curators, technical and program staff to develop design of exhibition props and aids.
- Coordinates Gallery generated touring exhibitions, working closely with Gallery staff to prepare prospectuses and acts as main Gallery contact. In consultation with artists, curators, preparatorial staff, Collections Coordinator, and Conservator develop installation and handling instructions including technical notes and where necessary, photographic documentation for works in travelling exhibitions.
- Travels to host venues for Gallery generated touring exhibitions to supervise crating/uncrating and installation/deinstallation of exhibitions as required.
- Plans, coordinates and schedules the annual BFA and MFA Graduating Exhibitions in consultation with the CEO, Director of Programs, Head Curator and other Gallery staff, and the University of Regina Graduate and Undergraduate Coordinators.

- Coordinates and guides graduating B.F.A and M.F.A students through the exhibition process at the Gallery.
- Develops, maintains, and communicates cleaning guidelines for custodial staff as they pertain to cleaning in the Gallery exhibition spaces while works of art are installed. Supervise cleaning when it is necessary.
- Provides orientation for the Gallery Security Staff on exhibitions, alerting them to fragile and sensitive work in an exhibition and ensure an accurate count is in place. Communicates to appropriate staff all exhibition-specific protocols regarding physical interactivity, photography, safety, security, sensitive objects, etc.
- Participates on committees including but not limited to Exhibition and Program Planning (EPP), Date Setting, Visitor Experience, Curatorial, Occupational Health and Safety, building maintenance, and others as required or assigned.
- Develops and monitors designated preparation budgets and schedules.
- Ensures maintenance of production and storage areas.
- Ensures that AV equipment requirements are met. Assesses needs on an ongoing basis and makes recommendations in consultation with appropriate staff.
- As required, assists with preparation, installation and art movement.
- Performs other duties, as assigned.

Supervision

- Trains, delegates, evaluates, schedules, and supervise staff, (Senior Preparator, Preparator, Assistant Preparators, casual preparators, contract staff, and volunteers) acting as a role model to foster the best performance of employees and fostering a positive work environment.

Qualifications - Education: Minimum Bachelor's Degree or equivalent in a related field.

Skills: Demonstrated ability to use spatial design software (e.g. SketchUp or AutoCAD), Microsoft office, and collection management software; demonstrated ability and knowledge of exhibition design and art installation; demonstrated ability and knowledge of project planning and management; knowledge of audio-visual equipment; knowledge of art history and curatorial practice; knowledge of fine art handling, preparatorial work, and light construction; exceptional interpersonal skills; ability to show initiative working both independently and cooperatively in a team environment under multiple deadlines and in high pressure situations.

Salary Information: Salary range \$62,915 to \$71,496

Benefits: This position includes a comprehensive benefits package.

HOW TO APPLY

The posting will remain open until the position is filled. Interviews will begin after April 13, 2018. Only those to be interviewed will be contracted.

The MacKenzie Art Gallery thanks all applicants for their interest in the Gallery.

Email: jackie.martin@mackenzieartgallery.ca

Please include "Exhibition Manager" in the subject line of all applications sent via email.

MacKenzie Art Gallery
Attn: Jackie Martin, Director of Finance & 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. The MacKenzie Art Gallery is committed to maintaining an inclusive culture and building a diverse workforce that includes women, Aboriginal 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.