



MACKENZIE ART GALLERY

engage people in transformative experiences in the world through art

Job Title: Education Assistant

Department: Education

Status: Full Time, Casual/Hourly Term June 4, 2018 – August 24, 2018 Non-Union Position
Funded through Young Canada Works

Primary Purpose: The Education Assistant will work directly with the Education Department under the supervision of the Coordinator of Public Programs and Community Engagement which includes but is not limited to assisting with the planning and delivery of summer programs and gallery visitor services.

Nature of Work: The mission of the MacKenzie Art Gallery is to engage people in transformative experiences in the world through art. The Education Department plays an integral role in the delivery of this mission with the delivery of programs and gallery visitor services. The Education Assistant is designed to offer practical experience in the fields of education and public programming in contemporary art galleries and museums. The internship will provide an opportunity for the candidate to develop a strong foundation of knowledge, best practices, and “hands on” experience. The skills, knowledge, and experience gained through this Internship will provide the applicant with confidence and a head-start in the workforce once they complete their post-secondary degree.

Accountabilities:

- Assist in the planning, implementation and evaluation of summer public programs including Community Tours, Sundays at the Gallery, visitor evaluation, and off-site workshops including the Regina Folk Festival and Canada Day;
- Assist with research and development for upcoming Fall and Winter programming, which includes the development of lesson plans, and school program resources;
- Respond to program inquires providing information and referring inquires to appropriate sources based on a broad knowledge of the galleries priorities and programs;
- Participate in program set-up and clean-up, and general studio maintenance;
- Other duties as assigned.

Qualifications - Education: A post-secondary student, enrolled in Bachelor of Education or Bachelor of Fine Arts Program.

Skills: Must be highly motivated self-started with strong interpersonal skills; strong organizational and time management skills; capacity to be flexible and responsive to visitor needs; capacity to accept constructive feedback; strong team player with the ability to work independently, collaboratively, and within a team environment; exceptional written and oral communications skills; excellent proficiency in

Microsoft Office (Word, Excel, PowerPoint); must be between 16 and 30 years of age; must be registering as a full-time post-secondary student (intending to return to full-time studies during the next academic year); is a Canadian citizen, permanent resident, or person 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.

Salary Information: \$16.00 / hour (Non-Union)

HOW TO APPLY

Please apply no later than Friday, April 27, 2017, 4:30 PM.

Email: jackie.martin@mackenzieartgallery.ca

Please include "Education Assistant" 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. We welcome applications from all qualified candidates.