



Gallery Educator – Community Programs

Term Position (maternity leave)

September 29, 2010 to September 30, 2011

Who We Are

The MacKenzie Art Gallery is a not-for-profit, dynamic community resource with outstanding exhibitions and compelling programs. At the MacKenzie Art Gallery we are passionate believers that art matters. Through our many exhibitions and programs, we invite everyone to get connected and, above all, enjoy!

What the Opportunity Is

This position is a maternity leave term position to September 30, 2011. Reporting to the Executive Director, the incumbent is primarily responsible for the coordination, delivery, evaluation and administration of all community programming offered by the Gallery. Specific responsibilities relating to community programs include:

- Collaborating with the Gallery Educator – School & Youth Programs and the Gallery Educator – Outreach in the coordination, implementation and evaluation of education programs for a variety of audiences;
- Co-managing the Gallery Facilitator Program with the Gallery Educator – School & Youth Programs;
- Developing and monitoring the budget;
- Planning, development, coordination, implementation and evaluation of community programming;
- Facilitating visitor and volunteer services;
- Coordinating the design, printing and distribution of marketing and communication materials;
- Responding to public inquiries.

Who You Are

As a valuable employee of the Gallery, we are seeking an individual who:

- has a Bachelor's degree or equivalent;
- has at least three years of related experience with demonstrated success in visual arts or arts education program development and management;
- brings a positive, team-player attitude, and a sense of humour to our dynamic environment;
- thrives in a fast-paced environment, where independent action and a high degree of initiative is necessary;
- has the unique ability to anticipate needs, and acts on them;
- is fluid with change, is flexible, and excels at communicating with the public, community partners, staff, and volunteers;
- takes pride in their work;
- is able to work a flexible schedule including evenings and weekends;
- is creative and has exceptional written and oral communication skills;
- has great analytical and problem-solving abilities;
- is computer literate with an emphasis on Microsoft Office programs.

Benefits

Our staff is good at what they do. It's that simple. It's what makes the MacKenzie a nationally recognized Gallery. Our staff is critical to our success and because of this we know it's important to provide great benefits. We offer competitive compensation, a comprehensive benefits package and a dynamic, challenging culture that encourages individual excellence and teamwork. Here's what we can offer you:

- Salary – Pay grade 6 (\$49,547 per annum)
- A supportive, positive, humorous, passionate, and fun work environment. We contribute to each other's successes and we celebrate those. We're also not shy to share our success stories outside the Gallery walls.
- Flexibility.
- A proactive and creative environment.
- Continuous learning, training and development.
- An opportunity to be involved in the amazing programs and events of the MacKenzie.
- Staff get-togethers like bar-b-q's, great staff parties.
- Yoga classes.
- Group Insurance Plan, Dental Plan, Pension Plan, and Extended Health Benefits.

How to Apply

Applications should be submitted no later than September 10, 2010, 4:30 p.m., to:

Gaynor Novak, Manager - Administration
MacKenzie Art Gallery, 3475 Albert Street, Regina, SK S4S 6X6
306-584-4266 phone
306-569-8191 fax
mackenzie.hr@uregina.ca

Please indicate in the subject line of your email the title of the position you are applying for.

Successful candidate must submit a satisfactory criminal record check prior to employment
Information about the MacKenzie Art Gallery can be found online at www.mackenzieartgallery.ca

*The MacKenzie Art Gallery is committed to maintaining an inclusive culture and to building a diverse workforce.
We welcome applications from all qualified candidates.*