



MACKENZIE ART GALLERY

engaging people in transformative experiences of the world through art

Job Title: Facilities Assistant

Department: Development & Communications

Status: Casual/Hourly Union Position

Primary Purpose: The Facilities Assistant assists with the preparation and setup of physical spaces in conjunction with the facility rental program, special events, and community programs at the MacKenzie Art Gallery.

Nature of Work: Reporting to the Director of Development & Communications and working directly with the Events and Rentals Coordinator, the Facilities Assistant assist clients of the MacKenzie Art Gallery. Great customer service is critical to achieving our mission; to provide outstanding, transformative experiences in the visual arts. The Facility Rental Program plays an integral role in the delivery of this mission by providing front-line service to clients and visitors of the Gallery. Working with the Events & Rentals Coordinator, the Facilities Assistant assists in the physical setup of furnishings and equipment for gallery and rental programs and events; setup and operate lighting, audio visual and computer equipment for programs, special events and facility use, resolve conflicts as they arise, and attend facility events as required.

Accountabilities:

- Assist in the physical setup of furnishings and equipment for gallery and rental programs and events
- Setup and operate lighting, audio visual equipment and computer equipment for programs, special events and facility use
- Respond to facility request and help to identify and resolve potential conflicts
- Wide down and clean all facility equipment and ensure it is ready to use including (table, chairs, and electronics)
- Assist with all deliveries of equipment used for facilities and events
- Attendance at facility events may be required
- Perform other position-related duties as assigned.

Qualifications - Education: Grade 12.

Qualifications – Experience: Has a minimum of four (4) months related experience.

Skills: Highly organized and self-motived; ability to prioritize tasks; ability to show initiative working both independently and cooperatively in a team environment under multiple deadlines and in high pressure situations; experience working with AV / technical / computer equipment and asset; is responsible,

hardworking, enthusiastic, and dynamic, and has demonstrated excellent interpersonal and communication skills..

Salary Information: \$16.69 / hour (Union)

HOW TO APPLY

This posting will remain open until the position is filled.

Email: jackie.lindenbach@mackenzieartgallery.ca

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

MacKenzie Art Gallery

Attn: Jackie Lindenbach, Director of Finance & Operations

3475 Albert Street

Regina, SK S4S 6X6

Inquiries regarding this position can be directed to Jackie Lindenbach, 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.