



## **MACKENZIE ART GALLERY**

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

**Job Title:** Administrative Assistant

**Department:** Administration

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

**Primary Purpose:** The Administrative Assistant provides administrative and clerical support to all departments of the MacKenzie Art Gallery ranging from complex to routine, all of which contribute to the efficient and professional operation and positive image of the Gallery.

**Nature of Work:** Reporting to the Executive Assistant, and working closely with other staff and volunteers, the Administrative Assistant provides administrative and clerical support to all departments of the MacKenzie Art Gallery. The Administrative Assistant must be knowledgeable in all aspects of coordinating meetings including; meeting dates, times' book rooms; agenda and meeting materials, AV requirements, follow through with post-meeting follow-up items minutes, etc.; other administrative duties include: assist with the preparation of grant reporting, assist in maintaining statistical information; prepare, track and follow-up contracts and related correspondence for artists and guests; and make travel arrangements and hotel reservations for all staff, artists, or guests traveling on behalf of the Gallery.

### **Accountabilities:**

- As directed by the Executive Assistant, provide administrative support and assistance to various committees across the organization. This includes:
  - coordinate meeting dates and times;
  - book rooms;
  - prepare agenda and meeting materials;
  - assist with preparation of presentations;
  - distribute meeting materials;
  - Set up projector or required AV equipment/laptop;
  - contact participants, confirm participation or quorum;
  - follow through with post-meeting follow-up items as needed;
  - attend meetings as required, record notes of meetings and;
  - set-up / clean-up.

\*Meetings may include--but are not limited to--the following, and will change from time to time: Exhibition Program Planning, Program Development, Curatorial, Permanent Collection Advisory Committee, Maintenance Committee, Organizational Health and Safety; Education Department; Staff Meeting; Date Setting meeting; Visitor Experience Committee.

- Assist the Executive Assistant in the preparation of funding proposals, correspondence, and grant applications and compliance with grant reporting requirements.
- Assist the Executive Assistant in maintaining all statistical information for grant reporting requirements, monthly and annual reports.
- Prepares correspondence, mail outs, assembling communication and marketing kits, ensures that format complies with Gallery style guide and visual identity.
- Provides support for and routing of Occurrence Reports.
- Assists with volunteer coordination across the organization.
- Assists with maintenance of Gallery files and Archives.
- Make travel arrangements and hotel reservations for all staff, artists, or guests travelling on behalf of the Gallery.
- Assist with development, administration and maintenance of databases and electronic information.
- Organize special events as required which includes invitations, facilities, catering arrangements, and setup / clean-up, and facility contracts.
- In the absence of the Executive Assistant maintains the correspondence, calendar and scheduling of appointments for the Executive Director/CEO, fields inquiries to the office of the CEO.
- Ensures that protocols are followed regarding the visits of special guests, dignitaries, Elders, politicians, partners, donors, funders, artists and curators: ensures that all visitors are warmly greeted and made to feel welcome. Present a positive and professional image to all visitors, suppliers, inquiries and other customer interactions.
- Assists with the coordination, production, proofing and distribution of all Gallery print materials.
- Assists with assembly, maintenance and distribution of statistical information for all Gallery programs.
- Assist with upkeep and tidiness of administrative, studio, resource and Library areas to ensure a positive, professional and organized appearance.
- Assists with special projects as directed by supervisor.
- Conducts research as directed by supervisor.
- Prepares, tracks and follows-up contracts and related correspondence for artists and guests performers or lecturers for Gallery programs.
- Responds to phone, email, and in-person inquiries – providing general information and referring inquiries to appropriate sources based on a broad knowledge of the Galleries priorities, procedures and protocols and personnel.
- Makes recommendations to improve departmental operations, routes proposals for appropriate authorization to implement changes, implements approved changes.
- Makes deliveries and pick-ups as required.
- Maintains cleanliness and organization of copy room; monitors inventory and orders supplies and stationary as required.
- On call for clerical and administrative duties to all departments on an as need basis as determined by supervisor.

- Maintain the Outlook space booking calendar for all MacKenzie programs and invite staff to required meetings, programs, openings and such events through calendar appointments.
- Perform other duties as assigned.

This position requires working public events, some evenings and weekends.

**Qualifications - Education:** Requires one year administrative assistance certification or equivalent education.

**Qualifications - Experience:** One year experience in an office environment, with a focus on customer service. Fluent in Microsoft Office (Word, Excel, PowerPoint, Outlook); experience in database management

**Skills:** Demonstration of exceptional interpersonal and communication skills (verbal and written), ability to copy edit and proof documents for spelling and grammatical errors; ability to anticipate and respond to the needs and interests of members, donors and visitors; a keen and strategic business sense, complemented by exemplary people skills; excellent time management, organizational and leadership skills; ability to show initiative working both independently and cooperatively in a team environment under multiple deadlines and in high pressure situations; fluent in; ability to set-up video projectors, laptops, audio visual equipment for basic meeting purposes; valid driver's license required; knowledge and appreciation of art, galleries and / or museums is an asset.

**Salary Information:** The salary range is \$38,443 to \$40,898 per annum. The starting salary will be commensurate with education and experience.

**Benefits:** This position includes a comprehensive benefits package.

#### **HOW TO APPLY**

**Please apply no later than Thursday, December 7, 2017, 4:30 PM.**

Email: [caitlin.mullan@mackenzieartgallery.ca](mailto:caitlin.mullan@mackenzieartgallery.ca)

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

MacKenzie Art Gallery  
Attn: Caitlin Mullan, Executive Administrator  
3475 Albert Street  
Regina, SK S4S 6X6

*Inquiries regarding this position can be directed to Caitlin Mullan, Executive Administrator, at (306) 584-4250 ext. 4279. 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.*