



MACKENZIE ART GALLERY

engaging people in transformative experiences in the world through art

Job Title: Assistant Preparator (Casual)

Department: Curatorial

Status: Casual/ Hourly Union Position

Primary Purpose: The Assistant Preparator (Casual) assists the Curatorial team with presentation of exhibitions and programs, which includes but is not limited to assisting with the installation and de-installation of exhibitions, assisting with handling and storage of art, and assisting in the preparation for programs, special events and facility use.

Nature of Work: Reporting to the Head Curator (interim), the Assistant Preparator (Casual) works closely and collaboratively with the Curatorial team to install and deliver exhibitions and programs that engage visitors in the visual arts. The Assistant Preparator (Casual) must be knowledgeable in visual arts, follow MacKenzie Art Gallery policies, guidelines, and practices, to ensure the MacKenzie's permanent collection is handled with Museum Standard guidelines.

Accountabilities:

- Assist with the installation and de-installation of exhibitions.
- Assist with the handling and storage of art.
- Assist with the construction of display / storage apparatus, crates and frames.
- Assist with the preparation of gallery areas for the installation and de-installation of exhibitions.
- Laminating and installation of gallery signage, labels and didactic material.
- Assembling and maintaining audio visual and computer equipment.
- Assist in the preparation for programs, special events and facility use.
- Other duties as assigned.

Qualifications - Education: One year Post Secondary or equivalent work and experience in a related field.

Qualifications - Experience: A minimum of one year of directly related experience in a non-profit or similarly complex environment, with experience in handling art or handling heavy, fragile objects. Familiarity with the MacKenzie Art Gallery and/or a non-profit organization would be considered an asset.

Skills: experience handling art an asset; familiarity with sound / technical equipment an asset; highly organized and self-motivated; strong team player with the ability to work independently, collaboratively, and within a team environment.

Salary Information: The rate is \$17.37 / hour with statutory benefits.

HOW TO APPLY

Please apply no later than Friday, February 16, 2018 at 4:30 PM.

Email: jackie.martin@mackenzieartgallery.ca

Please include "Assistant Preparator (Casual)" 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.