



## **MACKENZIE ART GALLERY**

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

**Job Title:** Adjunct Curator and Public Program Coordinator

**Department:** Curatorial and Education

**Status:** Non-union up to full-time 12-month grant funded term position

**Primary Purpose:** Reporting to the Executive Director & CEO or designate, and in collaboration with the Head Curator, Coordinator of Public Programs and Community Engagement, and other Gallery staff, the Adjunct Curator and Public Program Coordinator (ACPPC) coordinates exhibitions, publications and public programs to achieve the Mission, Vision and strategic objectives of the Gallery. The ACPPC is responsible for the development, implementation and evaluation of education and public programs with a focus on community engagement with and for Indigenous communities at the MacKenzie Art Gallery.

Programs will include the coordination of programs and activities surrounding the MacKenzie's Canada 150 creation of an Indigenous public artwork, the coordination of the MacKenzie's role in the Initiative for Indigenous Futures (IIF, <http://abtec.org/iif/>), advising on and organizing interpretive, educational and exhibition programs at the MacKenzie, and coordinating select curatorial projects including exhibitions.

**Nature of Work:** The ACPPC works collaboratively with the CEO and Gallery staff in a consultative manner to deliver dynamic, engaging and innovative programs. The ACPPC must be knowledgeable in curatorial, education and administrative practices, and shares responsibility to ensure consistency of the MacKenzie Gallery program alignment with Mission and Vision, Strategic and Business plans, brand and visual identity, and how these documents are realized through all programs, visitor experience and engagement. The ACPPC fosters the growth, appreciation and understanding of the visual arts and Indigenous cultures across all sectors of society through the delivery of programs and collaborative activities at the MacKenzie Art Gallery.

The ACPPC maintains effective and regular communication with the Executive Director/CEO, education, curatorial, marketing and development staff and volunteers through regular and project-related meetings and other forms of communication;

The ACPPC maintains effective relationships with the educational, arts and cultural communities in Regina, Saskatchewan and across the country including artists, educators, critics, curators, art historians, writers, sponsors and media representatives;

Monitors and reports on project budgets and timelines.

**Accountabilities:**

- Assist and provide input to the Executive Director and CEO and Gallery staff in the review and development of multi-year strategies and goals for the Gallery Programs.

- Cooperate and collaborate with other Gallery staff in the planning, implementation, and evaluation of exhibition-related programs and activities.
- Provide advice, assistance and expertise to Coordinator of Learning Initiatives, Coordinator of Public Programs and Community Engagement, Development and Communications, and other Gallery staff, volunteers and committees, especially as a resource for Indigenous art.
- Originate and organize public programs including lectures, panels, workshops, residencies, commissions, and symposia.
- Coordinate and assist the curatorial team responsible for the production and/or installation of designated exhibitions and programs.
- Research potential exhibitions and programs by initiating contacts with community partners and stakeholders, including artists, curators, collectors, dealers, and others by keeping abreast of and contributing to current literature in the field.
- Communicate designated program activities to staff and volunteers, formally in meetings, and through informal discussions.
- Coordinate public programs including contracting artists/participants, scheduling, logistics, facility and equipment booking, travel coordination of set up, clean up, etc.
- Develop and lead tours and talks and other public programs.
- Propose new in-house exhibitions and programs with written and oral justifications for input by appropriate committees, and approval by the Executive Director and CEO.
- As a member of the Program Development team, Indigenous Advisory Circle, the Exhibition and Program Planning Committee, and at other applicable committees as required or assigned (subject to change from time to time), provide information and facilitate discussion about exhibition and education/public program activities, and provide input and expertise related to the general program and operation of the gallery.
- Participate in cross-Gallery discussions with regard to exhibitions, programs, other events, and communications in preparation for grant proposals and development initiatives.
- Writing, editing and proof-reading material related to MAG public programs for internal and external planning, interpretive and promotional purposes.
- Conduct program evaluations and assessments on an ongoing basis.
- Ensure the collection and accuracy of monthly program statistics for inclusion in MAG monthly, annual and grant reports.
- Assist with the production of publications (print and online) and other interpretive materials that include original scholarship and/or interpretive writing, including liaising with writers, editors, designers, photographers, translators. Actively contributes to the development, monitoring and evaluation of the Gallery's online presence through curatorial and editorial input and production.
- Assist with organizing, establishing, monitoring and reporting on budgets for programs as required.
- Prepare and/or assist in the preparation of grant proposals to funding agencies and/or sponsors for global operations, designated exhibitions, research projects, and related programs, and proposals to potential sponsors.

- Negotiate contracts, as assigned, with artists, lenders, guest curators, editors and writers, for internal reviews, approval and signature as appropriate.
- Assist with achievement of uniform design format in program communication materials (wall labels, didactics and publication materials) in physical Gallery experience through review, input and working in concert with communications and other staff.
- Respond to general public inquiries.
- Develops and maintains a network of professional colleagues external to the organization, represents the Gallery publicly at events and in partnerships.
- Assist with identifying and cultivating funding sources; assist with proposals, reports, and correspondence; and act as a steward for contributions with individuals, corporations, foundations and government sectors, working in concert with Development staff; act as an ambassador for total development within the organization.
- Adhere to Gallery policies and supports management decisions in a positive, professional manner.
- Analyze and evaluate effectiveness of departmental operations and seeks improvements. Implements approved recommendations for change as appropriate.
- Maintain absolute discretion and confidentiality to protect the privacy of donors, partnerships and any other initiatives, activities or topics that are not authorized to be formally communicated to the public.
- Provide media interviews related to programs and acquisitions, in consultation with Communications staff.
- Present lectures and papers to local, national and international art communities as required.
- Be responsive to the needs of Gallery visitors and provide excellent customer service. Respond to general public inquiries and assist with departmental correspondence and administration.
- Other Duties as assigned.

This position requires flexible hours including some evening and weekend hours, as well as the possibility of work-related travel.

**Qualifications - Education:** Requires a Master's Degree or equivalent in a combination of work and education in a related field.

**Qualifications - Experience:** a minimum three years in a related position or field in the arts or cultural industries; excellent knowledge of art gallery and museum procedures, art handling, and environmental standards, comfortable discussing issues affecting the arts today, knowledge of art, including specialist expertise in an established area of research, with a strategic priority towards Indigenous art and artists, and comfort and experience working with artists and curators; demonstrated knowledge of exhibition production and design; experience with project management and delivery in a complex, dynamic environment.

**Skills:** Strong leadership and consensus building skills; the demonstrated ability to think and act strategically; proactive, highly organized and self-motivated; ability to prioritize and meet deadlines; strong team player with ability to work collaboratively and independently; ability to express ideas and concepts effectively, verbally and in writing, including the ability to prepare and present verbal and

written reports of a specialized nature; fluency in Microsoft (Word, Excel, PowerPoint, Outlook), familiarity with Collections Management software considered an asset.

**Salary Information:** The starting salary will be commensurate with education and experience.

**Benefits:** This position is grant funded term and does not have a benefit package, standard Canada Pension, Employment Insurance and Workers Compensation will apply.

**HOW TO APPLY**

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

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

*Please include "Adjunct Curator and Public Program Coordinator" in the subject line of all applications sent via email.*

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

*Inquiries regarding this position can be directed to Caitlin Mullan, Executive Assistant, 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.*