



MACKENZIE ART GALLERY

engaging people in transformative experiences of the world through art

Job Title: Assistant Curator

Department: Curatorial

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

About the MacKenzie Art Gallery:

The MacKenzie Art Gallery (MAG) is Saskatchewan's oldest and most comprehensive art museum, serving a leadership role in Western Canada. This is a watershed moment in the history of the Gallery, as it is undergoing a multi-phase organizational transformation. Programming primarily contemporary art from the prairies, Canada and abroad, the MAG addresses an encyclopedic range of visual art and culture, and is an international leader in Indigenous art. Housed within an over 115,000ft² facility, maintained to Class A Museum standards, the MAG permanent collection spans 5000 years of art with nearly 5000 works. MAG was founded on the collection of its namesake, Norman MacKenzie (1869–1936), who bequeathed his collection to the University of Saskatchewan (Regina College), now the University of Regina.

Opening in 1953 in the first purpose-built art gallery building in western Canada, the MacKenzie enjoys a nationally unique partnership with the University of Regina. After separating in 1990, and moving to its current premises, MAG now maintains separate board governance, site and an expansive mandate and quarters in the T.C. (Tommy) Douglas Building. The MAG features an outdoor sculpture garden with potential for growth through loans, acquisitions and commissions. The MAG is situated in Treaty Four territory, traditional land of the Cree, Saulteaux and Metis, and home to the Dakota, Nakota and Lakota peoples. The MAG is located on the edge of the 2300-acre Wascana Centre, the largest urban park in Canada. Wascana Centre (1962) was designed by renowned modernist architect Minoru Yamasaki, designer of the original World Trade Center in New York, and is a living artifact of modernist design heritage.

Primary Purpose:

Reporting to the Head Curator, and in collaboration with other Gallery staff, assists in the development and production of exhibitions, publications, collections, and associated programs to achieve the Vision and strategic objectives of the Gallery.

Assists with the coordination and development of the Permanent Collection and acquisition processes.

Nature of Work:

Reporting to the Head Curator, works collaboratively with all Gallery staff in a consultative manner to deliver dynamic, engaging and innovative programs. The Assistant Curator must be knowledgeable in curatorial and administrative planning and best practices and assists 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.

Accountabilities:

- Assist the Executive Director and CEO, Director of Programs, and Head Curator in the review and development of multi-year strategies and goals for the Gallery Programs.
- Assist the Executive Director and CEO, Director of Programs, and Head Curator in the review and development of policy and procedures for Gallery programs.
- Under supervision, develop programming aimed at engaging in and understanding diverse art media, with a focus on creating opportunities to bring artists and audiences together.
- Cooperate and collaborate with other programming staff in the planning and implementation of exhibition-related programs and activities.
- Under supervision, establish and monitor budgets for exhibitions and programs as assigned.
- Research potential exhibitions by initiating contacts with artists, curators, collectors, and dealers and by keeping abreast of current literature in the field.
- Propose new in-house exhibitions with written and oral justifications for input from the Program Development Team, including exhibitions of Indigenous art.
- Review and recommend touring exhibition proposals for input by the Program Development Team.
- Under supervision, prepare and/or assist in the preparation, monitoring and reporting of grants from funding agencies and/or sponsors for designated exhibitions, research projects, and related programs.
- Under supervision, curate and/or assist in the curation of assigned exhibitions through the phases of research, design, coordination and installation.
- Coordinates with and assists the curatorial team responsible for the production and/or installation of designated exhibitions.
- Under supervision, negotiate contracts with artists, lenders, guest curators, editors and writers.
- Under supervision, produce and/or assist in the production of publication and other interpretive materials that include original scholarship and/or interpretive writing, and frequently engaging and overseeing the services of writers, editors, designers, photographers, and printers.
- Under supervision, develop and assist in the development of exhibition tours for selected exhibitions on a regional, national, and international basis.
- Under supervision, organize and/or assist in the organization of programs including lectures, panels, workshops, and symposia.
- Communicate designated program activities to staff and volunteers, formally in meetings, and through informal discussions.
- Assist the Executive Director and CEO, the Director of Programs, and the Head Curator in the review and development of multi-year strategies and goals for the development of the Permanent Collection.
- Research and propose potential acquisitions (donations and purchases), by initiating contacts with artists, dealers and collectors and by keeping abreast of current literature in the field.
- Propose new acquisitions (donations and purchases) to the Permanent Collection Committee with oral and written justifications.

- Under supervision, prepare proposals to funding agencies and organizations for acquisition assistance, and assist in the application to the Cultural Property Export Review Board.
- Provide access to the collection, including exhibitions, publications, interpretive materials, and supplementary programming, and through electronic media.
- Review and make recommendations regarding loan request from other institutions.
- Provide input to the collections management process, coordinated by the Collections Coordinator.
- Produce exhibitions, publications (online and in print), and other interpretive materials that include original scholarship and/or interpretive writing related to the Permanent Collection.
- As a member of the Program Development Team, Permanent Collection Advisory Committee, and at other applicable committees as required or assigned (subject to change from time to time), provide information and facilitate discussion about exhibition, program and collection activities, and provide input and expertise related to the general program and operation of the gallery.
- Provide advice, assistance and expertise to Community, School and Outreach Educators, Visitor Services, Administration, Fund Development and Communications staff.
- Assist in cross-gallery discussions regarding exhibitions, school and community programs, other events, and communications in preparation for global grant proposals.
- Initiate orders for monographs and journals for the Library.
- Provide Curatorial tours and talks provided for specific exhibitions, programs, and events.
- Respond to public inquiries.
- Develops and maintains a network of professional colleagues external to the organization and represents the Gallery publicly at events and in partnerships.
- 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.
- Other duties as assigned.

Qualifications - Education: A bachelor's degree in a related field.

Qualifications - Experience: A minimum of two years of directly related experience in a non-profit, or similarly complex environment, with excellent knowledge of art gallery 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 organizing Indigenous exhibitions and programs an asset; 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 deadlines; strong team player with the ability to work independently, collaboratively, and within a team environment; 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 Office (Word, Excel, PowerPoint, Outlook), familiar with Collections Management software considered an asset.

Salary Information: \$49,814 to \$56,606

Benefits: This position includes a comprehensive benefits package.

The MacKenzie Art Gallery is committed to maintaining an inclusive culture and building a diverse workforce that includes women, Aboriginal, Inuit and Métis peoples, persons with disabilities and members of visible minorities who have traditionally been and are currently underrepresented in the Canadian workforce. We welcome applications from all qualified candidates.

HOW TO APPLY

Please apply no later than Friday, November 9, 2018 4:30 PM.

Email: jackie.martin@mackenzieartgallery.ca

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

MacKenzie Art Gallery
Attn: Jackie Martin
Director of Finance and Operations
3475 Albert Street
Regina, SK S4S 6X6

Inquiries regarding this position can be directed to Jackie Martin, Director of Finance and Operations, at (306) 584-4250 ext. 4275.

The successful candidate must submit a satisfactory Criminal Record Check prior to employment.