



## **MACKENZIE ART GALLERY**

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

**Job Title:** Assistant Preparator

**Department:** Curatorial

**Status:** Full Time, one (1) year term, In Scope (CUPE 5791) Position

**Primary Purpose:** Reporting to the Head Curator, the Assistant Preparator assists in the install and de-install of exhibitions presented at the Gallery which includes the design, construction, and/or contract fabrication of display and storage apparatus, crates and frames. The Assistant Preparator assists in the maintenance of the permanent collection, and assists in lighting exhibitions and maintaining the lighting system.

**Nature of Work:** The Assistant Preparator assists the Curatorial team with all aspects of preparation and installation and de-installation of exhibits. The Assistant Preparator will ensure the permanent collection is safely stored and maintained, and will prepare new acquisitions for storage.

**Accountabilities:**

- Assist the Curatorial Team with:
  - The preparation of gallery areas for the installation and de-installation of exhibitions.
  - The Installation and de-installation of exhibitions.
  - The construction of mounts and accessories for artworks and display.
  - Laminating and installation of gallery signage, labels and didactic material.
  - Installing and adjusting lighting.
  - Assembling and maintaining audio visual and computer equipment for the duration of exhibitions.
  - Ensuring the permanent collection is safely stored and maintained.
  - Performing the daily functions of the permanent collection, such as, loans of works from our collection, as well as loans to the MacKenzie.
  - Preparing new acquisitions for storage, including matting and framing requirements.
  - Construction of display and storage apparatus, crates, frames, installation environments, and furniture for MacKenzie Art Gallery programs and exhibitions.
  - Developing installation and handling instructions including technical notes and where necessary, photographic documentation, for works in travelling exhibitions.
  
- Operate gallery workshop and exhibition equipment as requested and directed.

- Assist the Curatorial Team in loading and unloading crates and art works using proper handling techniques at all times.
- Deliver artworks to the MacKenzie Art Gallery and return art works to lenders.
- Assist in the maintenance of all audio visual or technical equipment used for exhibitions, programs, or events.
- Assist the Preparator in maintaining installation equipment and workshop area.
- Assist in the maintenance of storage areas.
- Setup of furnishings and equipment for Gallery programs.
- Set up and operation of lighting, audio visual equipment, and computer equipment for Gallery programs.
- Perform other position-related duties as assigned.

This position requires flexible hours including some evening and weekend hours.

**Qualifications - Education:** Requires a 1 year Post-Secondary Education or equivalent work and experience in related field (carpentry / cabinetry as well as tech skills / AV and computer).

**Qualifications - Experience:** a minimum one experience in in art handling in a museum environment; an in-depth knowledge of materials, construction and fabrication process; knowledge of conservation framing and mounting of paintings and works on paper, including photographs, prints, drawings, and mixed media; exceptional organizational, time management, problem-solving and communication skills; proficient with computer programs such as Microsoft Office, knowledge of hand and power tools and shop safety, basic carpentry skills; knowledge of current audio-visual technology, installation, and maintenance related to contemporary new media art.

**Skills:** Physical requirements include climbing of ladders, bending, stooping, lifting heavy objects on a regular basis, operating equipment for movement of crates and lighting installation; working with hands, fingers, talking, hearing, vision; mental demands such as written and oral comprehension, spatial orientation. The ability to problem solve, work independently, and maintain cordial and professional relationships with staff and visitors.

**Salary Information:** 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 Sunday, July 9, 2017, 4:30 PM.**

Email: [jackie.martin@mackenzieartgallery.ca](mailto:jackie.martin@mackenzieartgallery.ca)

*Please include "Assistant Preparator" 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.*