



MACKENZIE ART GALLERY

engage people in transformative experiences in the world through art

Job Title: Curatorial Assistant

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:

The Curatorial Assistant position assists with development of exhibitions, publications curatorial, and Gallery programs, provide research and interpretation of the permanent collection, and acquisitions. Working collaboratively with staff assist with the planning and implementation of Gallery programs and activities. Provide admin support for meetings as required.

Nature of Work:

The mission of the MacKenzie Art Gallery is engaging people in transformative experiences in the world through art. The Curatorial Department plays an integral role in the delivery of this mission by leading the research, development, and organization of curatorial activities related to exhibitions, publications, public programs and acquisitions. Reporting to the Head Curator, the Curatorial Research Assistant will assist the Curators of the Gallery with on-going research in preparation for upcoming exhibitions

Accountabilities:

- Conduct research for exhibitions, publications, and curatorial programs as assigned.
- Assist with development of Gallery programs.
- Assist in preparation of program texts, proposals, reports, and correspondence.
- Assist in the preparation of grant proposals to funding agencies and/or sponsors.
- Assist in preparation of contracts with artists, lenders, guest curators, editors and writers.
- Assist in production of publications and other interpretive materials.
- Receives, routes and replies to curatorial proposals and program submissions, and various departmental correspondence.
- Prepares agendas, minutes, materials and organizes meetings (including room set up) for committees including Curatorial, Permanent Collections Advisory Committee and Program Development.
- Assist in development of exhibition tours for selected exhibitions on a regional, national, and international basis.
- Working collaboratively with the Director of Programs, Head Curator, Curator and other staff and partners, assist the planning and implementation of Gallery programs and activities.
- Working collaboratively with other staff and stakeholders, provide assistance to cross-departmental programs and initiatives.
- Research potential acquisitions (donations and purchases) as assigned.
- Present Curatorial tours and talks provided for specific exhibitions and events.
- Respond to public inquiries.
- Liaise with local art community.
- Other duties as assigned.

Qualifications - Education: Minimum two years post-secondary education in a related discipline.

Skills: Exhibition research, writing, and production skills necessary for curatorial research; highly organized and self-motivated; ability to prioritize deadlines; strong team player with the ability to work independently, collaboratively, and within a team environment; exceptional written communications skills.

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.

Salary Information: \$39,212 to \$41,716 (Union)

Benefits: This position includes a comprehensive benefits package.

HOW TO APPLY

Respond with a cover letter and resume outlining relevant experience to the contact information listed below by Monday January 14, 2019, 4:30 PM.

Email: jackie.martin@mackenzieartgallery.ca

Please include "Curatorial Assistant" 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.