



## **MACKENZIE ART GALLERY**

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

**Job Title: Gallery Shop Sales Assistant (casual)**

**Department:** Gallery Shop

**Status:** Casual/Hourly Union Position (weekday, weekend and evening hours available)

### **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 115,000ft<sup>2</sup> 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 Gallery Shop Clerk assists with the general operation of the Gallery Shop, which includes but is not limited to assisting visitors with front line customer service in the interpretation and enjoyment of merchandise and advocating and promoting Gallery membership, exhibitions and programs.

**Nature of Work:** Reporting to the Gallery Shop Assistant Manager, the Gallery Shop Sales Assistant (casual) assists visitors to the MacKenzie Art Gallery. Great customer service is critical to achieving our mission; to provide outstanding, transformative experiences in the visual arts. The Gallery Shop plays an integral role in the delivery of this mission by providing the front-line service and contact to all visitors to the Gallery. Reporting to the Gallery Shop Assistant Manager, the Gallery Shop Sales Assistant (casual) will provide customer / visitor service, process transactions and payments, and will be knowledgeable about the merchandise, and programs and services at the Gallery.

**Accountabilities:**

- Welcome, provide greetings, and customer service to all gallery visitors;
- Process transactions and payments, complete daily cash outs and bank deposits;
- Assist volunteers with general operations of the Gallery Shop;
- Open and close the Gallery Shop;
- Promote gallery membership, programs and services;
- At all times, maintain the highest level of professionalism with a focus on surpassing standards of customer service.
- Other duties assigned.

**Qualifications - Education:** Grade 12.

**Qualifications – Experience:** Has a minimum of four (4) months retail experience.

**Skills:** Has experience with a computerized sales system, and experience with processing credit and debit sales transactions, has an ability to work both independently and to be pro-active in a team environment, is responsible, hardworking, enthusiastic, and dynamic, and has demonstrated excellent interpersonal and communication skills.

**Salary Information:** \$16.30 / hour (Union)

The MacKenzie Art Gallery is committed to maintaining an inclusive culture and building a diverse workforce that includes women, Aboriginal, Inuit and Metis 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 Monday, July 23, 2018, 4:30 p.m.**

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

*Please include "Gallery Shop Sales Assistant (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.