



MACKENZIE ART GALLERY

engaging people in transformative experiences of the world through art

Job Title: Preparator

Department: Curatorial

Status: Full Time 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 5,000 years of art with nearly 5,000 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.

The selected candidate will become part of a team of a dynamic team of staff, volunteers, and Gallery members.

Primary Purpose: The 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 Preparator assists in the maintenance of the Permanent Collection, assists in lighting exhibitions and maintaining the lighting system, and supports the production and presentation of live Gallery programs and events (public programs, presentations, workshops, etc.).

Nature of Work: Reporting to the Exhibitions Coordination, the Preparator assists the curatorial team in the preparation of gallery areas for the installation and de-installation of exhibitions. The Preparator constructs mounts and accessories for artworks and display, production and installation of gallery signage, labels and didactic material, install and adjust gallery lighting, assemble and maintain audio visual and computer equipment, and ensure the permanent collection is safely stored and maintained. The Preparator must be knowledgeable in fine art handling, knowledge of art history and curatorial practice and follow MacKenzie Art Gallery policies, guidelines, and practices, to ensure the MacKenzie's key messages and brand are consistently integrated in the exhibition installation. The Exhibitions Coordinator must have time management and be comfortable in a team environment under multiple deadlines and in high pressure situations.

Accountabilities:

- 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.
- Production 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 Gallery staff 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.
- Rent, operate and maintain crane, lifts, scaffolding etc.
- Plan and order/rent, assemble and maintain audio visual equipment for duration of exhibition.
- Prepare works for exhibitions, matting, framing as needed.
- Assist Senior Preparator in the production of display units.
- Laminate and install gallery signage, labels and didactic material.
- Load and unload crates and works into receiving areas ensuring safe and proper handling techniques are practiced.
- Pick up and deliver works.
- Crate and uncrate works.
- Assist in the maintenance and installation of all audio visual or technical equipment used for exhibitions, programs, or events.
- Assist the Senior 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.
- Maintain upkeep of Gallery vehicles for all programs.
- Perform other position-related duties as assigned

Qualifications - Education: 1-year Post-Secondary Education or equivalent work and experience in related field.

Qualifications - Experience: A minimum of one year of direct carpentry / cabinetry as well as tech skills / AV and computer skills, related experience in a non-profit, or similarly complex environment. Experience in fine

art handling, and knowledge of art history and curatorial practice. Driver's license required. Familiarity with the MacKenzie Art Gallery and/or a non-profit organization would be considered an asset. Knowledge of contemporary art world would be an asset.

Skills: Strong leadership and consensus building skills; the demonstrated ability to think and act strategically; highly organized and self-motivated; ability to prioritize deadlines; strong team player with the ability to work independently, collaboratively, and within a team environment; knowledge of audio-visual equipment; demonstrated knowledge of project planning and management; ability to execute projects using SketchUp, AutoCAD or other exhibition / digital spatial design rendering software, collection management systems such as Virtual Collections.

Salary Information: \$46,995 to \$51,543

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, June 21, 2019, 4:30 PM.

Email: jmartin@mackenzie.art

Please include "Preparator" 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.