



MACKENZIE ART GALLERY

engage people in transformative experiences in the world through art

Job Title: Communications & Development Internship

Department: Communications

Status: Full Time, Casual/Hourly Term June 3, 2019 – August 23, 2019 Non-Union Position
Funded through Young Canada Works

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 Communications & Development Intern will work directly with the Communications Department under the supervision of the Director of Communications. This internship is expected to once again create a productive and fun learning experience with ample opportunity for feedback and discussion.

Nature of Work: The mission of the MacKenzie Art Gallery is to engage people in transformative experiences in the world through art. The Communications Department plays an integral role in the delivery of this mission by leading the development, execution, and evaluation of marketing and communications strategies; securing corporate sponsorships for exhibitions, public programs, and events; and maintaining strong relationships with Volunteers, Members, and Donors. The Communications Development Internship is designed to offer practical experience in the fields of marketing, communications, media relations, and community relations. The internship will provide an opportunity

for the candidate to develop a strong foundation of knowledge, best practices, and “hands on” experience. The skills, knowledge, and experience gained through this Internship will provide the applicant with confidence and a head-start in the workforce once they complete their post-secondary degree.

Accountabilities:

- Assist the Communications Department in the marketing, communications, and community relations efforts of the MacKenzie Art Gallery;
- Assist in developing media releases, pitching story angles and writing Public Service Announcements;
- Assist in media follow-up calls, media event coordination and in managing media onsite at events;
- Assist in tracking media outcomes and developing project summaries;
- Developing content for print newsletters, electronic newsletters, and the MacKenzie website to support the Communications Department;
- Schedule, coordinate and execute social media tactics (Facebook, Twitter YouTube);
- Assist with the identification, research, and management of potential individual, corporate, and foundation funding sources;
- Assist in the development of unique corporate sponsorship opportunities and the preparation of targeted proposals;
- Provide onsite support at programs and events related to Development & Communications;
- Other duties as assigned.

Qualifications - Education: A post-secondary student, preferably in the field of Marketing, Communications, Public Relations, and/or Tourism or another related discipline.

Skills: Must be highly motivated self-started with strong interpersonal skills; strong organizational and time management skills; strong team player with the ability to work independently, collaboratively, and within a team environment; exceptional written and oral communications skills; excellent proficiency in Microsoft Office (Word, Excel, PowerPoint); some experience with design software (i.e. Adobe Creative Suite) and website updates would be considered an asset; must be between 16 and 30 years of age; must be registering as a full-time post-secondary student (intending to return to full-time studies).

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: \$16.50 / hour (Non-Union)

HOW TO APPLY

Respond with a cover letter and resume outlining relevant experience to the contact information listed below by Friday, April 26, 2019, 4:30 PM.

Applications should be emailed to:

jackie.martin@mackenzieartgallery.ca

MacKenzie Art Gallery
Attn: Jackie Martin, Director of Finance & Operations
3475 Albert Street Regina, SK S4S 6X6
306-584-4250 ext. 4275

Please include "Communications & Development Internship" in the subject line of all applications sent via email.