

The MacKenzie Art Gallery envisions a world where art inspires and heals across generations

JOB POSTING

Job Title: Collections Assistant

Reports to: Associate Curator

Department: Programs

Status: 35 hours / week, non-union position, term of June 2 – August 22, 2025

Who We Are and What We Do

The MacKenzie is a centre for art and culture that holds a collection in trust for the community. We present art and experiences that help us understand each other, the world, and who we want to be.

The MacKenzie is Saskatchewan's oldest public art gallery and has one of the longest and most meaningful histories of championing Indigenous art of any public gallery in Canada. We embrace our unique position within the Canadian and international art landscapes, celebrating the diverse perspectives of all artists within the plains region and Canada. We have a focus on Indigenous and contemporary art, contextualized through select historic and international work.

The MacKenzie is a place where art, culture, and community thrive, expanding the imagination and understanding of Saskatchewan and beyond.

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

Primary Purpose & Responsibilities:

The MacKenzie Art Gallery envisions a world where art inspires and heals across generations. The Curatorial Department plays an integral role in the delivery of this vision by leading the research, development, and organization of curatorial activities related to exhibitions, publications, public programs and acquisitions.

The Collections Assistant position is designed to assist students in gaining the curatorial research and collections management skills necessary for a wide range of curatorial/collections management positions in contemporary art galleries and museums and contribute to further employment in the heritage sector. Past students have gone on to graduate work and curatorial positions nationally and internationally.

The Collections Assistant will work directly under the supervision of the Associate Curator with additional supervision provided by the Registrar and Conservator. The Collections Assistant will assist with ongoing research in preparation for upcoming exhibitions and curatorial programs, their responsibilities will include:

- Assisting with the update of copyright and biographical survey forms
- Researching and compiling demographic details for artists with work in the Permanent

Collection.

- Researching and compiling copyright clearance permissions for artworks in the Permanent Collection.
- Assisting in preparation of condition reports and object descriptions.
- Assisting in database entries for loans and acquisitions.

Skills:

- Excellent proficiency in Microsoft Office (Word, Excel), library catalogue searches, and internet searches.
- Familiarity with online databases and graphics programs an asset.
- Excellent written and oral communication skills.
- Must be highly motivated self-starter.
- Strong organizational and time management skills.
- The qualified candidate will be a registered full-time post-secondary student intending to return to full-time studies, preferably in the third or fourth year in the BA or BFA program in Art of Art History or a discipline relevant to collection management.
- Must be between 16 and 30 years of age.
- A Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

Salary Information: \$18.23/ hour (Non-Union)

HOW TO APPLY

Respond with a cover letter and resume outlining relevant experience through the form found below. Once the posting becomes available on the Young Canada Works website you will be messaged to apply through their portal to ensure your eligibility.

DEADLINE: Apply by 4:00 p.m., May 1, 2025. Interviews will be held May 8 and 9, 2025.

APPLY HERE: <https://form.jotform.com/251003985278259>

QUESTIONS: If you would like to know more about this position or the application process please contact:

Caitlin Mullan, Head of Strategic Initiatives

Email: cmullan@mackenzie.art

Please include "Collections Assistant" in the subject line of inquiries applications sent via email.

The MacKenzie Art Gallery is committed to maintaining an inclusive culture and building a diverse workforce that includes women, First Nations, 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.

The successful candidate must submit a satisfactory Criminal Record Check prior to employment.