Artist Fellowships Coordinator

ABOUT THE HENRY: The Henry Art Gallery was founded as Washington State’s first art museum in 1926, on the principle that art stimulates inquiry, fosters knowledge, and builds healthy communities. Located on the campus of the University of Washington (UW), Seattle, the Henry is internationally recognized as a pioneer in the research and presentation of contemporary art. Learn about our mission and vision: henryart.org/about.

POSITION PURPOSE: The Artist Fellowships Program at the Henry is a new, pilot program funded by the Jones Endowed Funds for the Arts that supports creative collaboration at a public “Research 1” university by bringing into conversation contemporary art and art practices and the university’s teaching and curriculum across disciplines. The program is designed to connect the Henry’s upcoming exhibiting artists with University of Washington faculty, staff, and students who share creative and research-based interests and methods in processes of mutual learning and collaboration. The culmination of our work at the Henry is the presentation of exhibitions and programs that connects our UW and greater community with the transformative power of contemporary art, artists, and ideas. To that end, the Artist Fellowships program aims to generate a structured, but open-ended space for surprising and enriching encounters among different forms of inquiry.

The role of the Artist Fellowships Coordinator is to link invited artists with colleagues across the UW (and beyond), and to collaborate with Curatorial staff at the Henry to facilitate outcomes that are meaningful to UW community members and artists alike. The coordinator will act as a thought partner, engaging the artists’ ideas and goals, and then connecting artists with faculty, as well as scheduling artists’ time across campus and performing day-to-day tasks necessary for organizing, planning, and implementing each fellowship. A key responsibility of the coordinator will be to build upon existing relationships the Henry has with units and departments across the University, as well as to cultivate new partnerships. The coordinator will work in the Henry Art Gallery (see special note below) and partner venues on campus and across the greater Seattle area.

COMMITMENT TO EQUITY: The Henry acknowledges the historical structures and social dynamics that have continuously oppressed communities of color, and we acknowledge our part in institutional racism. We also acknowledge that we are situated on the land of the Coast Salish peoples.

We are actively committed to racial equity and to building a strong foundation of inclusivity and awareness in all we do. We value discourse that brings forward voices and positions that have been — and continue to be — oppressed. We do not tolerate hate speech or actions.

We recognize that we are in the process of embodying these values across our exhibitions, programs, and operations; this is our ongoing work.

The Henry Art Gallery is a part of the University of Washington. For more information about race and equity at the UW, see washington.edu/raceequity.
SPECIAL NOTE: In consideration of employee health and safety during COVID-19, this position will be set up to work remotely when possible until regular onsite administrative work resumes, at a date to be determined. Due to the nature of this position’s work, some onsite hours may be necessary before that time. The museum has onsite health and safety policies and procedures that the employee will be expected to follow.

STATUS: Temporary, fixed appointment (July 1, 2021 – June 30, 2022), part-time, FLSA non-exempt

HOURLY RATE: $25/hr

SCHEDULE: Schedule is flexible, with an average of 10 hours per week. Ongoing schedule will be determined in collaboration with curators. Some evening and weekend attendance at events is required.

REPORTS TO: This position is co-supervised by the Curator and the Associate Curator of Public and Youth Programs

ESSENTIAL FUNCTIONS:
- Facilitating increased engagement between the Henry Art Gallery and academic units of the University of Washington
- Assisting with logistics involved in cross-disciplinary collaborations on campus. This includes: making travel and hotel arrangements; scheduling; communicating with artists and their agents; setting up and facilitating meetings; tracking communications across departments and units on campus
- Helping coordinate public-facing programs that may result from artist fellowship research engagements
- Acting as main point-person during artist fellow visits; occasional meeting planning and moderation of discussions between faculty members, administrators, and artists will be expected
- Collaborating with and maintaining active communication with curatorial staff and attending regular check-in meetings with supervisors
- Staying up-to-date with the museum’s current and upcoming exhibitions and programs, as well as having a finger on the pulse of relevant campus events and news

QUALIFICATIONS:
REQUIRED
- At least one year of experience managing, producing, or coordinating logistics for artists, visiting scholars, or equivalent art programming experience
- At least one year of experience working, teaching, or researching on a University campus
- Familiarity with the higher education learning environments and an understanding of structural barriers and throughways to communication with faculty, centers, and staff
- Excellent research and documentation skills
- Excellent writing and communication skills
- Demonstrated interest in developing and executing new programs and partnerships collaboratively
- Demonstrated organizational skills
• Demonstrated ability to multi-task and manage time wisely (experience prioritizing and managing deadlines)
• The ideal candidate will be comfortable with ambiguity and able to navigate unchartered territory in helping to facilitate relationships with academic partners and artists
• Flexibility to work occasional nights and weekends for performances and outreach events

**DESIRED**
• Master’s Degree in Arts or a related field or equivalent experience as a substitute for degree
• Familiarity with University of Washington campuses, faculty, curriculum, and resources
• Experience working with artists to help them pursue artistic research or performative goals
• Experience leading interdisciplinary collaborations on a University campus
• Deep and broad engagement in contemporary ideas and culture in keeping with the Henry’s mission
• Proven understanding of contemporary art across disciplines

**NOTE:** This job description is not intended to be all encompassing. Employee may perform other related duties as directed to meet ongoing needs of the organization.

Diverse backgrounds make us stronger. We highly encourage Black, Indigenous, People of Color, LGBTQ+, and individuals of all abilities to apply.

**APPLY:**
**Update – May 14, 2021**
This position will be posted on the University of Washington Hires website soon.
Please continue to check the [UW Hires website](#) for the listing, or return to this posting for the link in the coming days. Thank you.