

# Henry

## Assistant Registrar of Exhibitions

### 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](http://henryart.org/about).

### POSITION PURPOSE

The primary purpose of the Assistant Registrar is to support the registration responsibilities pertaining to the Henry Art Gallery's exhibition program. In addition, this role regularly supports the exhibitions team with research and development and preparatory support for both regular and off-site exhibitions. Priorities will be determined by the institutional schedule.

### 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](http://washington.edu/raceequity).

*SPECIAL NOTE: All Henry employees, as University of Washington affiliates, must provide proof of being fully vaccinated against COVID-19, or declare a medical or religious exemption. This is in accordance with Governor Inslee's [proclamation 21-14.1](#).*

STATUS: Henry Art Gallery regular full-time employee, FLSA non-exempt, benefits eligible

SCHEDULE: 32 hours per week, Tuesday – Friday

PAY: \$23 per hour

REPORTS TO: Manager of Exhibitions and Registration

ESSENTIAL FUNCTIONS:

- Assist in preparing all exhibition related paperwork including correspondence, loan agreements, and object receipts
- Assist in coordinating and planning transport for artworks in exhibitions, including safe and proper storage, handling, packing, and shipping; Work collaboratively with exhibition staff as well as artists, representatives from other institutions, and outside art handling firms to assist in coordinating and monitoring the safe and legal movement of art
- Complete accurate and timely condition reports of objects entering and leaving the Henry
- Monitor inventory of objects on loan and temporary storage spaces; Maintain housekeeping standards of the temporary art storage areas; Assess materials needs for the packing and framing of artwork and help to ensure supplies are on-hand for installations and de-installations
- Help to ensure adherence to art safety and security procedures; Assist in monitoring and tracking environmental controls
- Execute a variety of research and gather estimates for exhibition related activities, and assists with project development as needed
- Assists preparatory staff in preparing artwork for exhibition, including but not limited to: reviewing and formatting AV files, matting and framing, transportation and packing, assessing AV and equipment needs, and constructing commissioned pieces to artists' specification
- Assists in installs and de-installs artwork utilizing knowledge of safe and proper handling procedures; Adjusts lighting utilizing art conservation guidelines
- Maintaining exhibitions including but not limited to: performing regular inspections, replacing lighting, dusting vitrines, monitoring electronic equipment, and performing other repairs as needed
- Assists with record keeping for both artworks and exhibitions; Maintains equipment and exhibition furniture inventories; Maintains supplies, tools, equipment and orderly work and storage spaces; Follows museum safety and security guidelines for secured storage areas.
- Assists with the transport and maintenance of collection works as assigned.
- Serves as an example to temporary preparator staff ensuring the implementation of proper safety procedures and ensuring the integrity of artworks through appropriate handling policies and procedures; Communicates effectively and appropriately within the team, the Henry and with visiting artists and curators

This position works in close collaboration with the Exhibitions team, and may be asked to lead particular projects or on-call preparator staff during installation. Exhibitions also works collaboratively with Collections and may be asked to focus on Collections-related projects as needed to help meet institutional goals.

QUALIFICATIONS:

Required

- 2+ years of work experience in museum registration, art handling, and/or other related areas; or a combination of relevant work experience and education
- Knowledge of current and accepted museum registration techniques and practices
- Demonstrated art handling experience; Knowledge of basic preventative conservation, and fine art packing and shipping
- Proficiency with MS Office suite
- Strong prioritization and organizational skills; excellent written and oral communication skills; ability to meet deadlines and manage time effectively
- A strong attention to detail
- Ability to work independently as well as collaboratively with staff, artists, other museums, galleries, and private lenders

Desired

- Working knowledge of collection management databases, MIMSY, a plus
- Experience with Mail Merge a plus
- Project management skills a plus

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

APPLY: Please submit a resume and cover letter to [opportunities@henryart.org](mailto:opportunities@henryart.org). Your materials combined into one PDF is preferred. Applications received by April 25, 2022 will be considered first. No phone calls please.