

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.

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 u.washington.edu/raceequity.

PAY: \$25 - \$28 per hour, depending on experience

SCHEDULE: 36 hours per week, Tuesday – Friday. This position is expected to work primarily onsite.

REPORTS TO: Manager of Exhibitions & 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 on-call 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 in projects 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.

REQUIRED SKILLS:

- 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 SKILLS:

- Working knowledge of collection management databases, MIMSY
- Project management skills

If the above description does not fit you precisely but you think you would be an excellent fit for this role, please apply. We encourage you to speak directly to areas of potential growth, interest, and/or experience in your cover letter.

STATUS: Regular Full-time, FLSA non-exempt, benefits eligible

BENEFITS:

- **Medical, Dental, Vision:** Eligible to enroll in the Henry's medical, dental, and vision insurance package. The Henry pays 100% of the cost for employees.
- **Vacation:** Accrue Vacation hours at a rate that increases with years of service, beginning at a rate of 9 hours per month (amounting to approximately 12 days or 3 weeks, using the Henry's standard work week of Tues-Fri).
- **Holidays and Holiday Credit:** 11 paid holidays, plus 1 annual personal holiday; eligible to accrue Holiday Credit hours for holidays falling on non-work days at a rate of 7.2 per holiday
- **Sick Leave:** Sick leave accrued at a rate of 1 hour of sick leave per every 40 hours worked
- **Retirement:** Employees can elect to participate in the Henry's 403(b) retirement plan and make contributions per payment through deferred compensation; after six months of employment, the equivalent of 3% of your compensation will also be contributed by the Henry

The employee will have also have access to or receive:

- Affiliate University of Washington employee status, with access to such things as: the UW library system, ability to purchase an IMA gym [membership](#)
- One UW Professional and Organizational Development ([POD](#)) Course per year
- A Professional Membership to the American Alliance of Museums ([AAM](#))
- Up to \$50.00 reimbursement for materials towards the employee's understanding of Diversity, Equity, Accessibility, and Inclusion
- Public Transportation Reimbursement Program: the Henry will fully reimburse the cost of a quarterly [U-PASS](#), or up to \$150 of actual expenses for ORCA purchases per quarter

APPLY: Please send a cover letter and resume to opportunities@henryart.org, in one PDF if possible. Applications received by 8/7/2023 will be reviewed first. No phone calls, please.

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