

Henry

ASSOCIATE CURATOR OF COLLECTIONS

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Henry Art Gallery was founded as Washington State's first art museum in 1926, by Seattle entrepreneur Horace C. Henry, on the principle that art stimulates inquiry, fosters knowledge, and builds healthy communities. Located on the campus of the University of Washington, the Henry is internationally recognized for its research and presentation of contemporary art.

The mission of the Henry is to advance contemporary art, artists, and ideas. With a permanent collection of over 26,000 objects, the Henry is a key cultural resource and training ground in the visual arts for K–20 students, scholars, artists, and general audiences of all ages. Core values include collaboration, diversity and inclusion, risk-taking, transparency, accountability, excellence, and service.

The Henry's permanent collection contains photographs, videos, paintings, works on paper, ceramics, costumes, and textiles. The Reed Collection Study Center — the only facility of its kind in the region—is a resource for students and researchers, and for anyone seeking to learn from original works of art. Digital access to the permanent collection is available through our website at www.henryart.org.

POSITION PURPOSE: The Associate Curator of Collections is responsible for collections care, management, and access. The position has an educational function and works collaboratively with the curatorial staff to develop and implement programs that support the museum's mission. Collections care and management are principal responsibilities of the position, including database management, online content management, copyright requests, and coordinating of works of art for exhibition.

The Associate Curator of Collections supports the museum's effort to build its collection, oversees collections access, including visits to the Reed Collections Study Center, and may originate exhibitions from the collection. The Associate Curator of Collections reports to the Senior Curator and supervises collections interns, volunteers, and work study students.

STATUS: University of Washington Exempt Employee

REPORTS TO: Senior Curator

ESSENTIAL FUNCTIONS: Duties and responsibilities include, but are not limited to:
Collection Care

- Conduct safe art handling of collection objects
- Develop and implement museum collections policies with the curatorial team

- Ensure proper housing and storage of collection objects
- Serve as liaison to Mellon Paper and Photographs Conservator

Collection Management

- Conduct and supervise collections research and documentation
- Maintain and update Collection Management System (MIMSY), and train staff and volunteers as needed
- Create, maintain, and distribute documentation photographs of collection works
- Supervise fulfillment of loan and reproduction requests, including rights and reproduction
- Work with website team to maintain collection presence online (MOBIUS)

Collection Access

- Coordinate public and University access to Henry collections in the Eleanor Henry Reed Collections Study Center
- Train and supervise a team of work study students to locate, pull, and display objects in the Reed Collections Study Center
- Teach, co-teach, or host class visits
- Work with Senior Curator to maintain and update Collections Management Policies
- Oversee and maintain the Henry's reference library

Collection Building

- Work with the Director and curatorial team to build collections
- Facilitate quarterly Collection Committee Meetings; conduct research on proposed gifts to be presented
- Catalogue incoming acquisitions

Exhibition Support

- Work with the curatorial team to develop the role of collections within exhibitions, and periodically curates small exhibitions
- Oversee review and preparation of works of art for exhibitions, working with curators, registrars, and prep staff

Other

- Oversee collections-related budgets
- Hire, train, and supervise collection interns, work study students, and volunteers
- Other duties as assigned

REQUIRED SKILLS:

- Master's Degree in Museum Studies, Art History, a related field, or relevant combination of education and experience
- A minimum of three years of museum collections experience or an equivalent combination of education and professional experience
- Demonstrated expertise in an area of focus of the Henry's collections
- Demonstrated knowledge of professional practices in collection management

- Excellent interpersonal skills and positive attitude that supports department and museum goals. Poised, professional manner in all forms of communication; verbal and written, one-on-one and in groups. Committed to teamwork and service to the organization. Ability to support team and management decisions in a positive, professional manner
- Demonstrated ability to teach, mentor, and oversee work study students, and interns
- Self-directed with high ability to take initiative and anticipate actions needed; ability to exercise discretion, maintain confidentiality, and be a team player in an active museum environment
- High attention to detail and excellent time-management and problem-solving skills
- Demonstrated ability to establish and maintain effective relationships with key donors, colleagues, peers, and the public
- Working knowledge of collection management databases
- Demonstrated proficiency with MS Office products, including Word, Excel, PowerPoint, and other software applications

DESIRED SKILLS:

- Working knowledge of Collection Management Database(MIMSY) a plus.

EQUITY AND INCLUSION: The Henry is committed to racial equity and inclusion. Qualified individuals who bring diverse perspectives to the workplace are encouraged to apply.

To apply for this position, please send cover letter (including salary expectations) and resume to jobs@henryart.org. No phone calls, please. Priority consideration will be given to applications received by November 15, 2017.