

# Henry

## Collections Assistant

**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 Collections Assistant works alongside the Associate Curator of Collections to preserve, protect, and document the Henry's permanent collection, and to assist in sharing it with the public.

**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: Due to the nature of this position's work, the employee will be expected to work onsite in order to complete essential duties and functions. The museum has onsite health and safety policies and procedures that the employee will be expected to follow. This position will receive additional training that reflects current health and safety considerations.*

**STATUS:** Regular part-time, FLSA non-exempt, non-benefitted

**HOURLY PAY:** \$18.50

**SCHEDULE:** Tuesday-Friday, 18 hours per week. Occasional evenings required.

**REPORTS TO:** Associate Curator of Collections

**ESSENTIAL FUNCTIONS:**

- Conduct safe art handling of collection objects
- Create custom housing for collection objects
- Assist with storage of collection objects
- Complete condition reports
- Assist in maintaining and updating the Collection Management System (Mimsy)
- Assist in the planning and implementation of collection-based programs

OTHER DUTIES:

- Manage ticketing and communications for collection-based programs
- Assist in training work study assistants in proper object storage, housing, and handling
- General collection maintenance
- Other collections related tasks as the need arises, and as they relate to the overall needs of the museum

QUALIFICATIONS:

*Required*

- Demonstrated experience making boxes and other supports for permanent storage
- Demonstrated experience in archival quality matting and framing
- Demonstrated knowledge of best practices in museum storage and collection management
- Close attention to detail

*Desired*

- Working knowledge of Collection Management Database (Mimsy) a plus
- Working knowledge of Shopify and Evey a plus
- Working knowledge of Microsoft Office suite
- Strong communication skills

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

APPLY: To apply, please send cover letter and resume to [jobs@henryart.org](mailto:jobs@henryart.org). No phone calls, please. Applications received by May 10, 2021 will be given priority consideration.