

Collections Technician (Part-time)

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 Collections Technician works with the Manager of Collections and Assistant Registrar of Collections to preserve, protect, and document the Henry's permanent collection. This position particularly focuses on creating custom object housing and safe object movement and tracking.

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 RANGE: \$22 - \$25 per hour, depending on experience

SCHEDULE: 16-18 hours per week, Tuesday – Friday; exact schedule to be determined with supervisor

REPORTS TO: Manager of Collections

WHAT THE COLLECTIONS TECHNICIAN DOES:

- Conduct safe art handling of collection objects
- Create custom housing for collection objects

- Assist with storage of collection objects
- Assist with pest mitigation measures
- Assist with condition assessments
- Assist in maintaining and updating the Collection Management System (Mimsy)
- Assist in implementing and upholding best practices for art handling and storage
- Other collections related tasks as the need arises, and as they relate to the overall needs of the museum

Other duties as assigned

CONNECT WITH US IF YOU HAVE:

- Demonstrated experience making boxes and other supports for permanent storage
- Demonstrated knowledge of best practices in museum storage and art handling
- Close attention to detail
- Strong communication skills

ADDITIONAL DESIRED EXPERIENCE

- Working knowledge of collection management database (Mimsy) a plus
- Experience with Integrated Pest Management a plus

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 part-time employee; Affiliate University of Washington employee; FLSA non-exempt (eligible for overtime); non-benefited

BENEFITS: This position is non-benefited. This position does not accrue vacation time or receive holiday credit hours.

The employee will have access to or receive:

- Sick leave accrued at a rate of 1 hour of sick leave per every 40 hours worked
- Paid holiday time during designated museum holiday closures that occur on days the employee is otherwise regularly scheduled to work
- 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

APPLY: Please send a cover letter and resume/CV to opportunities@henryart.org in one PDF, if possible, with "Collections Technician" in the subject line. No phone calls, please.