

# Henry

## Collections Technician - Temporary

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

### POSITION PURPOSE

*This position is temporary and will be through June 30, 2023.* The primary purpose of the temporary Collections Technician is to work alongside the Curator of Collections to preserve, protect, and document the Henry's permanent collection, focusing particularly on pest mitigation and the creation of custom storage containers.

### 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](https://u.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 temporary part-time employee; Affiliate University of Washington employee; FLSA non-exempt (eligible for overtime); non-benefitted

**PAY RATE:** \$21 - \$23 per hour depending on experience

**SCHEDULE:** 15 hours per week, Tuesday – Friday, through June 30, 2023

REPORTS TO: Curator of Collections

This position works in close collaboration with the Curator of Collections, and may help train and oversee the work of Work Study Students.

**ESSENTIAL FUNCTIONS:**

- Conduct safe art handling of collection objects
- Create custom housing for collection objects
- Assist with storage of collection objects
- Assist with pest mitigation measures
- Complete condition reports
- Assist in maintaining and updating the Collection Management System (Mimsy)
- Assist in training collections staff on box and mount making
- 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 knowledge of best practices in museum storage and art handling
- Close attention to detail

**Desired**

- Working knowledge of collection management database (Mimsy) a plus
- Experience with Integrated Pest Management a plus
- 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: 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 9/19/2022 will be considered first. No phone calls please.