

Henry

Curatorial 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.

POSITION PURPOSE

The Curatorial Assistant provides support to the Curator in the realization of Henry exhibitions and other curatorial endeavors, as well as in daily operations. The position assists with exhibition planning and implementation and curatorial initiatives primarily through administrative tasks and research projects, as directed by the Curator. The position manages essential documents, calendars, and correspondence. The Curatorial Assistant contributes to a team culture that values exchange of ideas, cooperation, mutual respect, and clear communication.

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.

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

SCHEDULE: 24 hours per week, Tuesday – Friday; exact regular schedule to be determined with supervisor. This position is expected to work fully onsite. This position will work some evenings and weekends throughout the year in support of exhibition and project needs.

REPORTS TO: Curator

WHAT THE CURATORIAL ASSISTANT DOES:

- Provides direct support to the Curator in all areas of their work, both administrative and curatorial, including:
 - Manages calendar
 - Makes travel arrangements

- Processes reimbursements and credit card reports
 - Drafts correspondence with artists, lenders, donors of art, and other cultural institutions that can be of a sensitive and confidential nature
 - Attends some artist meetings and/or studio visits for note taking purposes
 - Prepares slide presentations
 - Maintains contact lists
- Tracks curatorial project timelines and coordinates with internal and external collaborators
 - Schedules meetings, drafts agendas, takes notes, and tracks action items
 - Maintains project information, including exhibition checklists, incorporating changes and updates. Clearly shares information with Curatorial team, other departments, and external collaborators
 - Coordinates logistics of artist and collaborator travel
 - Processes invoices, check requests, and reimbursements
 - Sends image requests and permissions
- Conducts general curatorial research and drafts text for internal and external use that may include web and extended label copy
 - Collates and maintains artist and exhibition development information
 - Maintains accurate object information for object labels and other exhibition materials
 - Conducts acquisition research and prepares acquisition proposals, as assigned

Other duties as assigned

CONNECT WITH US IF YOU:

- Have a keen interest in and intention to grow your knowledge and experience in curatorial practices within museums
- A specific interest in working in, with, and around contemporary art and artists
- Have experience working in museums or similar arts and cultural organizations
- Have experience with managing administrative tasks for a person or group of people
- Have effective and professional verbal and written communication skills
- Can conduct research and synthesize information effectively
- Can manage multiple projects simultaneously, meet deadlines, and keep organized
- Have great interpersonal skills

ADDITIONAL DESIRED EXPERIENCE:

- A degree in Art, Art History, Curatorial Studies, Museum Studies, or similarly related field

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; 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 5 hours per month
- **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 4 hours per holiday
- **Sick Leave:** Sick leave accrued at a rate of 1 hour 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 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 August 25 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.