

Henry

Executive Assistant to the Director

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 Executive Assistant to the Director is the primary administrative support to the museum's Director. The Executive Assistant plans, organizes, and directs the day-to-day operations of the Director's Office. The Executive Assistant also provides administrative support for the governance of the Henry Gallery Association Board of Trustees and provides office management for the Henry's administrative offices. The Executive Assistant serves as the principal liaison between the Director, Henry staff, the UW community, and 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.

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](#).

This position will work onsite in the museum offices.

STATUS: Regular full-time; FLSA non-exempt; benefits eligible

ANNUAL SALARY: \$52,000 – \$56,000 at 36 hours per week; depending on experience

SCHEDULE: Tuesday – Friday, 36 hours per week

REPORTS TO: John S. Behnke Director of the Henry

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

Executive Assistant:

- Manages the Director's calendar, arranges meetings and phone calls.
- Organizes and prioritizes large volumes of the Director's email correspondence, telephone calls, and other information.
- Acts as a liaison when receiving and communicating with patrons and guests of the Director.
- Organizes meetings at the request of the Director, including weekly Directors' Team meeting, All Staff meeting, and Events Team meeting. Facilitates the All Staff and Events Team meetings.
- Serves as principal liaison between the Director, Henry staff, the UW community, and the public.
- Serves as the Director's Office liaison for special projects, as specified by the Director.
- Conducts research as appropriate to projects or initiatives within the Director's Office.
- Represents the Director's Office in inter-departmental meetings and on various committees as needed.
- Coordinates Director-sponsored events including receptions, dinners, tours, and other hospitality as necessary.
- Drafts routine internal and external communications.
- Advises the Director on matters of importance to the administration of the Henry and makes recommendations for action.
- Works various Museum programs and special events as needed, outside of regular office hours.
- Coordinates travel arrangements for the Director and develops and manages the Museum's office administration and Director's Office budgets. Monitors and determines appropriate charges.
- Provides occasional scheduling and administrative support to the HR Manager.
- Performs other duties as assigned.

Board Liaison:

- Serves as principal liaison between the Director and Board members as it relates to the administration of Board governance issues.
- Coordinates Board, Board Equity, and Board Governance meetings, including preparing meeting minutes, packets, and correspondence.
- Attends and records Board, Board Governance, and Board Equity Committee meetings, outside of regular office hours. Coordinates and works other Board related events and meetings as needed.
- Manages Board and Advisory Council lists and contact information, and maintains and updates Board related files and archives.
- Assists the Director of Development with donor and Board prospect tracking (relative to the Director).

Office Manager:

- Coordinates, with IT, the maintenance of the office printers and copiers.
- Ensures company stationary and office supplies are ordered and maintained.
- Coordinates office mail, including incoming and outgoing USPS and UW campus mail.
- Assists in maintaining the organization of the public areas of the administrative offices.
- Assists with phone set-up for new employees and coordinates conference calls, Zoom meetings, or other platforms for various meetings.

- Assists the Finance Office with various internal controls.

REQUIRED SKILLS

- Bachelor's degree in liberal arts or business administration, 3+ years demonstrated experience working for executive leadership, or an equivalent combination of education and experience.
- Excellent written and oral communication skills, demonstrating capacity to express oneself clearly, respectfully, and professionally in all forms of communication.
- Demonstrated high-level of proficiency and extensive knowledge of Microsoft Word, Excel, PowerPoint, and Outlook.
- Proven ability to handle sensitive and confidential matters with appropriate discretion, tact, and responsibility.
- Ability to assess and manage multiple competing priorities and work well under pressure. Excellent time management, problem solving, and analytical skills. Ability to complete multiple projects successfully.
- Position requires continual attention to detail in all aspects of the Director's activities.
- Ability to work independently, build and maintain positive relationships, and actively contribute as a member of a larger team.

DESIRED SKILLS:

- Working knowledge of digital desk phones and copier equipment.
- Ability to do some heavy lifting and event assistance.
- Excellent proofreading and editorial skills.
- Working knowledge of The Raiser's Edge, PaperSave, and Adobe Acrobat a plus.
- Affinity for working in a museum or other creative environment.

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

APPLY: Please submit your resume and a cover letter to jobs@henryart.org. Your materials combined into one PDF is preferred. Applications received by 10/12/2021 will be considered first. No phone calls.