

Henry

Graphic Designer (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 Graphic Designer works on a wide range of print and digital projects with a creative eye, while maintaining and reinforcing the museum's brand. The position is part of the communications team at the Henry, with supervision from the Lead Designer. The Graphic Designer works collaboratively across all departments, including curatorial, development, and administration. This position is ideal for candidates with a solid graphic design foundation who are looking to work in the creative field.

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.

HOURLY PAY: \$30 per hour

SCHEDULE: 19 hours per week, Tuesday – Friday, flexible schedule; hybrid remote/onsite work schedule available including primarily remote with 2-4 days onsite per month

REPORTS TO: Lead Designer

ESSENTIAL FUNCTIONS:

- Assists Lead Designer with a range of design projects, including but not limited to:
 - Exhibition graphics, such as identity concepting for promotional campaigns; in-gallery graphics including wall text, interpretive materials, and exhibition brochures; print and digital ads; and more.
 - Wayfinding, including front desk and gallery signage as well as exterior signage.
 - Digital assets for social media, e-newsletters, and the website.

- Support of design needs across all Henry departments. This may include projects such as membership materials, annual reports, and more.
- Serves as a sounding board and provides creative input on the Henry brand and campaign materials.
- Solicits bids and, in some instances, manages the production and delivery of print materials.
- Participates in and contributes to team meetings to meet departmental and organizational goals.
- Other duties as assigned

QUALIFICATIONS:

Required

- 2-4 years of professional graphic design experience
- Comfortable juggling a wide range of projects at any given time
- Fluent in Creative Cloud applications, including InDesign, Photoshop, and Illustrator
- Able to produce high-level work while meeting deadlines with quick turnarounds
- Exceptional written and verbal communication skills

Desired

- Passion for art and creative pursuits
- Experience with video production and editing
- Experience with Mailchimp and Asana
- Familiarity with numerous production and printing methods
- Experience working in a creative environment

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, not eligible for benefits

BENEFITS: This position is **not** eligible to participate in the Henry's medical, dental, and vision insurance program. 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
- Ability to defer compensation into the Henry's 403(b) retirement plan
- 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, resume, and digital portfolio showing 3-5 work samples of recent work to opportunities@henryart.org. Applications received by April 14, 2023 will receive priority consideration. 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.