

Work Study Job Description

Job Title:	Communications Assistant
Department:	Henry Art Gallery
Location:	Henry Art Gallery
Remote:	Yes
Pay Rate:	16.69 - 16.69 / hour
Employment Period:	Academic year
Hours Per Week:	Up to 19 hours per week
Contact Supervisor:	Tanja Baumann
Phone Number:	206-616-9625
Email Address:	press@henryart.org
Website:	henryart.org
Box Number:	351410

NATURE OF ORGANIZATION

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), the Henry is internationally recognized as a pioneer in the research and presentation of contemporary art and ideas. Learn about our mission and vision: henryart.org/about.

DUTIES AND RESPONSIBILITIES

The Communications Assistant will regularly work approximately 10 hours per week, completing the following duties:

- Create e-newsletters
- Create brief exhibition descriptions and submit listings to various online art and event calendars
- Assist in social media storytelling
- Assist in responding to media and public inquiries
- Review and edit marketing materials
- Provide administrative support
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

Preference is given to Communications, English, and Museology students. Students must be strong writers, have a good eye for visual storytelling, and have experience in digital communications. Successful candidates are flexible, eager to learn, and ready to take on myriad of tasks. Must be available to work 10 hours per week, Monday – Friday. Please note that in consideration of COVID-19, this position may work remotely as well as on-site, as mutually agreed upon and in compliance with current safety and health regulations.

EDUCATIONAL BENEFITS

As part of a small and vital communications and design team, there is necessary and exciting work to be done every day. Work with a variety of departments and gain real world experience at an internationally recognized art museum.

HOW TO APPLY

Please email cover letter and resume to press@henryart.org. Tanja Baumann, Associate Director of Marketing and Communications, Henry Art Gallery. The Henry is committed to racial diversity and inclusion. Qualified individuals who bring diverse perspectives to the workplace are encouraged to apply.

Job Number: HART01 | Category: Arts & Media | Program: Federal | Class: 0875 | 51% Comparable to Classified: Y