

Work Study Job Description

Job Title:	External Relations Assistant
Department:	Henry Art Gallery
Location:	Henry Art Gallery
Remote:	Yes
Pay Rate:	17 - 19 / hour
Employment Period:	Academic year
Hours Per Week:	Up to 19 hours per week
Contact Supervisor:	Jill Leininger
Phone Number:	206-616-8671
Email Address:	jill@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 External Relations Assistant will regularly work approximately 10 hours per week, completing the following duties: Assisting the Membership and Special Events Manager on special mail and email campaigns, helping to coordinate relevant social media strategies to drive participation. Tracking event RSVPs with the Development Coordinator and staffing donor events as needed. Assisting the Data Processing and Donor Services Coordinator with electronic filing.

MINIMUM QUALIFICATIONS

Students must be highly organized, proficient in Excel, and clear communicators in person and on paper. Experience in digital communications is a plus, as is interest and experience in the arts and non-profit fundraising. 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

You will learn multiple facets of fundraising for non-profits, contributing your own creative ideas to those of a small and innovative fundraising team. Work with the Henry's staff and stakeholders to uphold the museum's brand as a risk-taking and fun contemporary art destination.

HOW TO APPLY

Please email cover letter and resume to development@henryart.org. Jill Leininger, Director of Development, 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: HART03 | Category: Arts & Media | Program: Federal | Class: 0875 | 51% Comparable to Classified: Y