

Human Resources Business Partner

ABOUT THE HENRY

The Henry is a museum for contemporary art and ideas, grounded in the belief that art has the power to challenge norms, inspire change, and create a more equitable world. As Washington State's first art museum, the Henry is internationally recognized for groundbreaking exhibitions, dynamic programs, and a long-standing commitment to championing artists at every stage of their careers. With a collection of nearly 30,000 objects and a deep partnership with the University of Washington, the Henry serves as a welcoming cultural hub, amplifying a diverse range of artistic voices and offering transformative, first-hand experiences that spark curiosity and new perspectives. Learn more at henryart.org

POSITION PURPOSE

The Human Resources Business Partner (HRBP) oversees the Human Resources program for all Henry employees, including Henry Gallery Association (HGA) non-profit staff and Henry Art Gallery University of Washington Professional staff. This position has an important role in helping set tone, culture, and service levels at the museum. The HRBP provides guidance, coaching, and support for staff members. This position acts as a resource and liaison to employees to effectively resolve human resource related issues and ensure positive employee relations. This position also ensures that all employee relations, recruiting programs, employment processes, and insurance and retirement programs follow established procedures and remain in compliance with applicable laws. The HRBP serves as a member of the museum's Leadership Team, whose role involves developing policies, procedures and plans to support the museum's strategic plan and commitment to equity.

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.

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

PAY RANGE: \$40 - \$45/hour, depending on experience

SCHEDULE: Tuesday – Friday, 25 hours per week (62% Full-time Equivalent or FTE)

REPORTS TO: Director of Finance & Operations

RESPONSIBILITIES:

- **Culture & Workplace Environment:** Lead initiatives that promote a positive, inclusive workplace aligned with the organization's strategic goals. Support DEI efforts and employee feedback mechanisms to drive continuous improvement.
- **Recruiting & Onboarding:** Oversee full-cycle recruitment and onboarding processes. Partner with hiring managers to develop role requirements and ensure equitable hiring practices. Coordinate with UW HR on joint hiring efforts.
- **Leadership Development:** Coach managers in team leadership and performance management. Guide leadership on organizational effectiveness and facilitate development opportunities for staff.
- **Employee Relations:** Act as a key contact for employee concerns, conflict resolution, and policy interpretation. Conduct internal investigations and collaborate with UW HR as needed.
- **Compensation & Benefits:** Conduct salary reviews, administer benefits, and provide recommendations on compensation and organizational structures. Serve as liaison to insurance brokers.
- **HR Operations & Compliance:** Manage personnel records, leave tracking, and HR documentation. Maintain and update HR policies, ensuring legal compliance and best practices.

QUALIFICATIONS

- Bachelor's degree in Human Resources, Business Administration or related field.
- 5+ years of progressive HR experience, with proven experience in the core areas of the position.
- Experience working with organizational diversity, equity, inclusion, and access efforts.
- Strong knowledge of employment laws and HR best practices.
- Strong interpersonal skills and collaborative work style.
- Excellent communication, problem solving, and organizational skills.
- Capacity to work independently, take initiative, and implement decisions consistent with museum policy, culture, and commitment to equity.

ADDITIONAL DESIRED EXPERIENCE:

- HR professional certification such as PHR or SHRM-CP.
- Experience with Workday and/or Paychex.
- Experience or interest in working in an arts and culture organization or higher education setting.

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; Hourly; 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 6 hours per month (equivalent to 12 days) based on 25 hours/week worked.
- **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 5 hours per holiday based on 25 hours/week worked.
- **Sick Leave:** Sick leave accrued at a rate of 8 hours per every 40 hours worked.
- **Retirement:** Employees can elect to participate in the Henry's 403(b) retirement plan and make contributions through deferred compensation; after six months of employment, the equivalent of 3% of your compensation will be contributed by the Henry.

The employee will have 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 Subsidy: 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, with "Human Resources Business Partner" in the subject line. No phone calls, please.