

Henry

Operations Supervisor

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 Operations Supervisor (OS) is responsible for coordinating and overseeing museum facilities upkeep and improvement projects, and for managing building and art storage security and staff safety. The OS ensures museum facilities are used safely, responsibly, and reasonably for appointments, programs, and events.

The Henry Art Gallery facilities are maintained through a partnership with the University of Washington. This position coordinates with UW Facilities Services to ensure regular maintenance, special projects, and other building concerns are attended to in a timely manner. The OS also works independently to identify and complete light facilities and maintenance projects.

The OS works closely with the museum Security team to ensure the museum remains secure and safe for staff and visitors. The OS works with the Security Supervisor to maintain security systems (such as cameras) developing access protocols, and more.

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.

SALARY RANGE: \$55,000 - \$65,000 at .9 Full-Time Equivalent (FTE), or 36 hours per week; equivalent to \$61,111 - \$72,222 at 1.0 FTE.

STATUS: Regular Full-time, FLSA non-exempt, benefits eligible

SCHEDULE: 36 hours per week, Tuesday – Friday

REPORTS TO: Director of Finance and Operations (DFO)

WHAT THE OPERATIONS SUPERVISOR DOES AT THE HENRY:

Museum Operations

- Work with the Exhibitions, Visitor Experience, Security staff, and the DFO on a daily basis to ensure building systems are functioning properly and safely for visitor experience, exhibition and collection requirements, and staff working needs. Lead Henry efforts to resolve any problems with lighting, electrical, safety, and environmental conditions.
- Conduct regular walk-throughs of the building and grounds to ensure that facilities are clean, presentable, and in working order. Liaise with UW Custodial Services to ensure regular daily housekeeping of public museum spaces, restrooms, and staff offices.
- Oversee and coordinate facility support for all museum exhibitions, programs, and events. Advise and work with Henry staff to prepare, set up, and break down facilities usage for programs and events.
- Ensure the museum courtyard, adjacent to the café, is cleaned during spring and summers and that exterior plants are watered.
- Oversee the museum's Pest Management Program, bringing in UW and external pest control specialists for inspections and to remedy intrusions.
- Maintain workplace safety standards as set by UW and government laws and regulations. Serve as liaison with UW Environmental Health and Safety program to ensure the Henry complies with their regulations and recommendations.
- Serves as the primary Henry contact for the on-call response team to after-hours building problems or alarms. Serve as tertiary Henry contact for after-hours security problems or alarms. Advise first responder emergency services and designated Incident Commanders in the event of a building emergency.
- Assist the DFO and the Security Supervisor with the development, scheduling, and conduct of staff emergency and safety trainings and preparedness drills. Provide facilities perspective to reviews of the Emergency and Disaster handbook.
- Record visitor, contractor, and staff safety incidents to UW Online Accident Reporting System (OARS).
- Plan and supervise the disposal of damaged or unneeded office furniture and equipment, either via bulk trash or UW property surplus warehouse.
- Plan and supervise archival transfers, records retention, and shredding with the University of Washington.
- Develop and manage the Operations budget with the DFO.
- Assist café manager with maintenance of kitchen equipment including scheduling repairs by external vendors.

Facilities Maintenance

- Coordinate building and grounds maintenance and repairs through UW Facility Services and, when necessary, outside private contractors to ensure they are completed safely, fully, and promptly.
- Closely monitor the functionality of and supervise the ongoing incremental repairs and upgrades to the museum's HVAC system.
- Identify and perform minor building maintenance tasks and projects.

Project Management

- Oversee and coordinate capital repairs and special projects that require UW Facility Services and/or subcontractor work. Set agendas for Henry Art Gallery-UW project team meetings and follow up with participants for task completion and progress updates.
- Advise departments on building projects that require UW approval and/or resources and trade personnel, and support Henry staff in efforts to secure such approval, resources, and personnel with documentation and coordination.
- When the Henry (and not UW) manages and funds building projects, lead all contracting procedures and work reviews with contractors.
- Facilitate and participate in regular review and planning of exhibition projects requirements and impacts on the building and systems with the Director of Exhibitions and Collections and the Senior Curator.
- Maintain project status documents for briefing the Henry Director, the DFO, the Henry leadership team, University officials, Henry board members, and external funders and stakeholders.

Other duties as assigned.

REQUIRED SKILLS:

- Demonstrated experience with facilities management (typically at least 3 years).
- Demonstrated experience with cross departmental collaboration
- Independent project management; ability to take initiative and work efficiently with minimal supervision.
- General knowledge of HVAC systems.
- General knowledge or experience with sensitive environments.
- General building maintenance experience including but not limited to: plumbing, painting, electric, reading blueprints.
- Ability to effectively communicate facilities' maintenance details, construction and repair methods, and contracting to staff with various levels of understanding about facilities matters.
- Ability to lead operations and projects to completion with minimal technical supervision.
- Ability to be flexible in adjusting to changing priorities and workload activities.
- Ability to work under deadline and multi-tasking pressure in a busy environment with frequent interruptions.
- Valid driver's license.

DESIRED SKILLS:

- Interest in contemporary art, museums, or working in a creative environment.
- Familiarity with OSHA laws and regulations and Washington L&I DOSH Standards and Regulations
- Familiarity with construction terms.
- Familiarity with museum environmental standards.
- Experience with art safety and storage.
- Able to analyze, develop, and implement changing and complex systems and procedures.

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.

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 9 hours per month (amounting to approximately 12 days or 3 weeks, using the Henry's standard work week of Tues-Fri).
- 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 7.2 per holiday
- Sick Leave: Sick leave accrued at a rate of 1 hour of sick leave per every 40 hours worked
- Retirement: Employees can elect to participate in the Henry's 403(b) retirement plan and make contributions per payment through deferred compensation; after six months of employment, the equivalent of 3% of your compensation will also be contributed by the Henry

The employee will 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 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 and resume to opportunities@henryart.org, in one PDF if possible. No phone calls, please. This vacancy announcement is open until the position is filled.

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