

Henry

Lead Designer

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.

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

POSITION PURPOSE

The Lead Designer plays a critical role in shaping the visual identity and visitor experience of the Henry. This position involves overseeing all design aspects of exhibitions, publications, digital media, and promotional materials. The ideal candidate will have a strong background in graphic design, a collaborative spirit, a keen eye for detail, and a passion for contemporary art and expanding museum audiences. A commitment to accessible design practices is essential, ensuring that all museum materials are inclusive and welcoming to diverse audiences.

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: \$58,500 - \$67,000 at 90% Full-Time Equivalent or FTE

SCHEDULE: Tuesday – Friday, 36 hours per week (90% FTE)

REPORTS TO: Director of Communications & Public Relations

ESSENTIAL FUNCTIONS:

- Exhibitions: Lead the design process for museum exhibitions, including identity development, intro texts, graphic elements, signage, accessibility tools, and promotional materials.
- Publications: Design and/or oversee the production of exhibition catalogs, brochures, and other printed materials.

- **Brand Identity:** Maintain and develop the museum's visual identity across all platforms, ensuring consistency and alignment with the museum's mission and values.
- **Digital Media:** Create engaging and visually cohesive designs for the museum's website, social media, email campaigns, and other digital communications.
- **Accessibility:** Ensure all design outputs adhere to best practices in accessible design. Research and train in accessibility standards for physical and digital spaces.
- **Museum-wide Projects:** Work closely across all departments to conceptualize and implement design projects. This may include membership and fundraising materials, upgrades to facility signage, and campaign development for public programs.
- **Project Management:** Manage multiple design projects simultaneously, ensuring deadlines are met and projects are completed within budget.
- **Vendor Coordination:** Liaise with external vendors for printing, fabrication, and other production needs. Prepare print-ready files for fabrication.
- **Leadership:** Mentor and supervise a part-time designer and, in some years, a design intern, fostering a collaborative and innovative work environment.
- **Innovation:** Stay current with design trends, tools, and technology, and incorporate best practices into the museum's design strategy.
- Other duties as assigned.

QUALIFICATIONS:

Required

- Interest in contemporary art
- A minimum of 5 years of experience in graphic design in an in-house or agency environment
- A strong portfolio demonstrating a range of design projects and a high level of creativity and technical skill
- Thorough knowledge of Adobe Creative Suite (InDesign, Illustrator, Photoshop) and print production processes
- Excellent organizational and multi-tasking skills
- Knowledge of accessible design standards and practices
- Ability to work both independently and collaboratively in a fast-paced environment
- Strong communication skills and the ability to articulate conceptual thinking to non-designers

Desired

- Familiarity with museums and/or art institutions
- Knowledge of project management software such as Asana
- Familiarity with Mailchimp
- Familiarity with video production
- Management and/or mentorship experience

STATUS: Regular 90% Full-time, benefits eligible, FLSA non-exempt (eligible for overtime)

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 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 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 3-5 work samples to opportunities@henryart.org (in one PDF if possible) by August 23, 2024. No phone calls, please.