

## Manager of Collections

### 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](https://henryart.org/about).

### POSITION PURPOSE

The Manager of Collections is responsible for Henry collections management, care, and access. Collections management and care are principal responsibilities of the position, including: database management, online content management, copyright requests, overseeing physical care and preservation of the collection, and coordinating of works of art for exhibition. The Manager of Collections supports the museum's effort to build its collection, and oversees collections access, including visits to the Eleanor Henry Reed Collection Study Center. The MoC reports to the Director of Exhibitions and Collections, and supervises the Assistant Registrar of Collections (full-time), Collections Technician (part-time) and 1-2 University of Washington work study student assistants (part-time) per academic year.

### 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](https://u.washington.edu/raceequity).

**SALARY RANGE:** \$62,000 - \$67,684 annually, at .9 or 90% FTE (equivalent to \$68,889 - \$75,204 annually at 100%FTE), depending on experience

**SCHEDULE:** Tuesday – Friday, 36 hours per week (90% or .9 FTE)

**REPORTS TO:** Director of Exhibitions and Collections

**WHAT THE MANAGER OF COLLECTIONS DOES:**

**Collections Management (35%)**

General:

- Develop and maintain policies, procedures, and best practices for the care, handling, and documentation of the museum's art collection
- Oversee the acquisition, deaccession, and registration processes, ensuring compliance with legal and ethical standards
- Oversee collections-related budgets in coordination with Director of Exhibitions and Collections
- Supervise Collections team

Documentation and research:

- Conduct and supervise collections research and documentation
  - Streamline and codify internal processes (for acquisitions, loans, etc.)
  - Add documentation to collection management system (Mimsy) to make existing research and documentation easily accessible
  - Organize paper and digital files
- Create, maintain, and distribute documentation photographs of collection works
  - Obtain proper equipment for and train the team in in-house photography
  - Digitize slides to make our high-resolution images more freely available
- Facilitate and support Henry collections based research requests from scholars, curators, and the public

Acquisitions:

- Work with the Executive Director, Director of Exhibitions and Collections, and Curatorial team to identify collection priorities and strategically build the collection
- Facilitate the Board of Trustees Collection Committee Meetings; conduct research on proposed gifts and supervise the preparation of all documents for the meeting
- Make recommendations to Executive Director and Director of Exhibitions and Collections on potential incoming acquisitions based on internal storage capacity and ongoing stewardship
- Use and continue to improve the museum's new system to track task completion for new acquisitions
- Catalogue incoming acquisitions

Registration and record management:

- Supervise all registration activities related to the collection, in partnership with the Assistant Registrar of Collections
- Management of Mimsy, including:

- Maintain and update records
- Provide staff training in system use as needed
- Work with Henry colleagues to research and propose upgraded systems to support and streamline best practices as they relate to collections data management and storage
- Work with website team to maintain collection presence online (Mobius)
- Supervise fulfillment of reproduction requests, including rights and reproduction
- Work with the Assistant Registrar of Collections to review and facilitate loan requests

#### Exhibitions Support

- Working with vendors and internal stakeholders, review and prepare collections objects included in exhibitions
- Ensure that artworks are prepared and presented in a manner that aligns with curatorial objectives and the museum's mission

#### Compliance and Ethics:

- Stay informed about industry standards and legal requirements related to art collection management
- Uphold ethical and professional standards in all collection-related activities

#### **Collections Care (35%)**

##### General

- Conduct and oversee safe art handling of collection objects
- Manage the handling, packing, and transportation of collections artworks for exhibitions, loans, and other purposes
- Represent the Henry in the Seattle Heritage Emergency Response Network (SHERN)

##### Storage

- Ensure proper housing and storage of collection objects
  - Identify areas of the collection that are not stored in a manner that meets best practice and systematically upgrade their housing
- Work on the ongoing collections storage upgrade project: assist in planning and logistics, responsible for carrying out of each step of the plan

##### Conservation

- Be aware of and maintain preventative conservation best practices, including working with appropriate staff to monitor and maintain appropriate environmental conditions
- Serve as liaison to, and work closely with, University of Washington conservation and collection care staff, who work in partnership with the Henry, Burke Museum, and UW Libraries as part of the Collections Care Collaborative; this includes the Mellon Paper and Photographs Conservator and Technician and Textile Conservator Technician

- Collaborate with conservators to ensure the appropriate care, preservation, and restoration of artworks in the collection

### **Collections Access (15%)**

- Coordinate public and University access to Henry collections in the Eleanor Henry Reed Collection Study Center, including academic and community group visits, scholarly visits, and Henry related programming
- Direct collections staff in locating, pulling, and displaying objects in the Study Center for visits

### **Team Management (15%)**

- Provide team supervision, including training and leadership, to the Collections team
- Maximizing educational possibilities for 1-2 University of Washington Work Study student assistants, ensuring that they are assigned tasks that align with their interests and goals whenever possible

Other duties as assigned

### **CONNECT WITH US IF YOU HAVE:**

- A minimum of 3 years of museum collections management and/or care experience or an equivalent combination of education and professional experience
- Demonstrated knowledge of professional practices in collection management
- Excellent interpersonal skills and positive attitude that supports department and museum goals. Poised, professional manner in all forms of communication; verbal and written, one-on-one and in groups
- Commitment to teamwork and service to the organization
- Ability to support team and management decisions in a positive, professional manner
- Demonstrated ability to teach, mentor, and oversee work-study students, and interns
- Self-directed with high ability to take initiative and anticipate actions needed; ability to exercise discretion, maintain confidentiality, and be a team player in an active museum environment
- High attention to detail and excellent time-management and problem-solving skills
- Demonstrated ability to establish and maintain effective relationships with key donors, colleagues, peers, and the public
- Working knowledge of collection management databases
- Demonstrated proficiency with MS Office products, including Word, Excel, PowerPoint, and other software applications

### **ADDITIONAL DESIRED EXPERIENCE**

- Masters Degree in Museum Studies, Art History, a related field, or relevant combination of education and experience
- Demonstrated expertise, including handling and storing, in one or more area of focus of Henry collections (for example: photographs, works on paper, textiles, audio visual works)

- Experience in collaborating or devising preventative conservation plans as it relates to collections care
- Working knowledge MIMSY

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 University of Washington Professional Staff Employee; Benefits eligible

**BENEFITS:**

As a UW employee, the Manager of Collections will enjoy generous benefits and work/life programs. For a complete description of the UW benefits for this position, please visit [this page](#).

**The employee will have also have access to or receive:**

- 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

**APPLY:** This is a UW position. To apply, visit the [UW Hires](#) positing and create a candidate profile. The UW Hires posting can also be found by searching by Req #, using 230462.

No phone calls, please.