

# Henry

## Manager of Exhibitions and Registration

**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](http://henryart.org/about).

**POSITION PURPOSE:** The Manager of Exhibitions and Registration (MER) manages all exhibition activity and budgeting. The MER is responsible for the oversight and coordination of art handling, art transport, and insurance for exhibitions. As part of the exhibitions team, the MER coordinates logistics and oversees and guides the planning and execution of exhibition installations. This position also provides the primary registrar function for the museum, including risk management coordination, execution of loans, and guidance on art safety and security. This position reports directly to the Director of Curatorial Affairs and works closely with the exhibition designer, curatorial staff, and operations manager.

**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 [washington.edu/raceequity](http://washington.edu/raceequity).

*SPECIAL NOTE: Due to the nature of this position's work, the employee will be expected to work onsite to complete some essential duties and functions. The museum has onsite health and safety policies and procedures that the employee will be expected to follow.*

**STATUS:** Regular full-time, FLSA exempt, benefits eligible

**SALARY RANGE:** \$63,000 - \$67,000 annualized

**SCHEDULE:** Tuesday – Friday, 36 hours per week, occasional evening and weekend hours

**REPORTS TO:** Director of Curatorial Affairs

## ESSENTIAL FUNCTIONS:

- Manages multiple logistics and guides planning and execution of exhibition installations
- Supervises the exhibition/preparation team
- Performs complex registration duties (e.g., risk management, loans execution, art safety and security)
- Plans and collaborates with artists on upcoming and current exhibitions
- Provides guidance to artists on current museum practices and protocols
- Manages daily operations of the Exhibitions Department
- Supervises and guides the exhibitions and preparatory team members
- Oversees and manages the exhibitions budgets

## DUTIES:

### Management

- Develops and monitors of exhibitions and traveling exhibition budgets in collaboration with curators and Exhibition Designer
- Develops and maintains the exhibition schedule in close collaboration with the Director of Curatorial Affairs and other stakeholders as appropriate
- Provides oversight and general direction to the preparatory staff and, as needed, contract project staff
- Collaborates closely with the Exhibition Designer for developing the preparatory staff work plans in support of exhibitions, collections, and special projects

### Registration

- Primary logistical contact for all artwork entering or leaving the museum, including incoming and outgoing loans as well as new acquisitions
- Plans and supervises the preparation, packing, and crating of art
- Ensures condition reports and receipts are completed
- Works collaboratively with preparatory staff, as well as representatives from other museums and outside art handling firms to coordinate, schedule, and monitor the safe and legal movement of art
- Provides guidance on art safety and security, reviews art security procedures and monitors environmental conditions of art exhibition and storage areas, in close consultation with Facilities Manager and Associate Curator of Collections

### Administration

- Implements, oversees, and monitors risk the museum's management policies and procedures in consultation with Associate Curator of Collections as appropriate
- Liaises with the UW Risk Management office
- Prepares and reviews agreements for loans and exhibitions, including loan agreement forms, exhibition contracts, artist contracts, and facility reports
- Manages logistical arrangements and coordinates tour details for traveling exhibitions organized by the Museum, including scheduling, contracts, and movement of art
- In partnership with the curatorial staff, participates in the development of budgets, solicitation letters, and negotiations with venues and potential venues
- Acts as primary point person for outside venues during exhibition tours

## QUALIFICATIONS:

### *Required*

- A Bachelor's degree in art or related field

- Four to five years of registration experience in a museum or fine art setting, including experience with fine art loans, administration and documentation, and shipping art domestically and internationally
- Knowledge of exhibition installation practices and procedures
- Familiarity with museum best practices in the areas of art safety/security, interdepartmental project coordination, rights and reproductions, and peer institution relations
- Experience with administering exhibition, artist, and tour contracts in a museum setting
- Experience in administering exhibition and registration budgets
- Prior team management and supervisory experience

*Desired*

- Studio Art, Art History, or Museology degree a plus
- Administrative experience in circulating art exhibitions
- General familiarity with artists and issues in the realm of contemporary art
- Experience in enabling and facilitating interdepartmental teamwork
- Collection management database experience; Mimsy experience preferred
- Working knowledge of MS Office Suite

NOTE: This job description is not intended to be all encompassing. Employee may perform other related duties as directed to meet ongoing needs of the organization.

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

APPLY:

To apply, please go to the University of Washington Hires website:

[Manager of Exhibitions and Registration job listing.](#)

No phone calls, please. Applications received by 3/29/21 will receive priority consideration.