

Henry

Museum Guide Program Manager

Open until filled

ABOUT THE HENRY: The Henry Art Gallery was founded as Washington State's first art museum in 1926, by Seattle entrepreneur Horace C. Henry, 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. The Henry's facility is 46,200 sq. ft., including the historic founder's 1927 building designed by Carl F. Gould and the 1997 addition designed by award-winning architect Charles Gwathmey.

The mission of the Henry is to advance contemporary art, artists, and ideas. With a permanent collection of over 27,000 objects (including photographs, videos, paintings, works on paper, ceramics, costumes, and textiles), the Reed Collection Study Center, and a location on the University of Washington (UW) campus, the Henry is a key cultural resource and training ground in the visual arts for K–20 students, scholars, artists, and general audiences of all ages. Core values include collaboration, diversity and inclusion, risk-taking, transparency, accountability, excellence, and service.

POSITION PURPOSE: Inspired by current exhibitions and community issues and interests, programming at the Henry is designed to excite and challenge the imagination, encouraging all ages to engage thoughtfully and creatively in inquiry, dialogue, and debate with contemporary art practices. The Museum Guide Program Manager is responsible for leading a new pilot program designed to strengthen the Henry's commitment to empowering diverse voices and ideas by communicating that art is not solely for the "experts"; everyone's life and learning can be enriched through contemporary art. The Museum Guide Program Manager's primary role will be to teach and mentor up to ten University of Washington students training as museum guide interns in a program spanning the academic year, as well as to provide supervision as their classroom preparation readies them to offer independent and interactive community tours of the museum's exhibitions. The Museum Guide Program Manager is responsible for collaborating with the Henry's Programs, Museum Services, and Curatorial staff in designing the curriculum for this new program, teaching the affiliated course weekly (to coincide with term schedules at the University of Washington), and participating in other tasks related to the program (outreach, hiring, scheduling, guide supervision, program development, professional development, and some administration).

STATUS: University of Washington employee; part-time (July 1 – June 30)

COMPENSATION: \$25/hr

REPORTS TO: Associate Curator of Public and Youth Programs

SCHEDULE: 15 hours/week. Work hours determined by program schedule. See essential functions for additional schedule requirements.

ESSENTIAL FUNCTIONS

Duties and responsibilities include, but are not limited to:

- Co-Developing curriculum for and teaching the museum guide pilot program based upon core ideas related to exhibitions, programs, and visitor experience.
- Collaborating with curators to identify key questions and issues related to current and upcoming exhibitions.
- Maintaining active communication with students training in the guide program, offering support during class and scheduled advising hours, and as related to tours.
- Hiring, overseeing, evaluating, and supervising student guides.
- Working closely with Museum Services staff to schedule, organize, and manage guided tours.
- Working closely with Communications staff to organize outreach for program participants, as well as publicize guided tours.
- Staying up-to-date with the museum's current and upcoming exhibitions and programs.
- Attending regular check-in meetings with supervisor.
- Continually improving and refining design of the program through evaluation of student work, audience response, and other measures.
- Working scheduled hours.
- Regularly attending staff meetings relevant to the museum guide pilot program.
- Other duties as assigned.

REQUIRED SKILLS:

- Masters' Degree in Education, Museology, Art, or other relevant discipline and at least one year of museum or arts education teaching experience. An equivalent combination of education and experience can meet this requirement.
- Experience in arts interpretation and pedagogy.
- Proven ability to foster a dynamic and lively classroom environment.
- Experience working with students with diverse backgrounds.
- Excellent interpersonal skills and positive attitude that supports the museum's goals.
- Attention to detail and ability to design an engaging, exciting, and challenging curriculum.
- Ability to meet deadlines; proven ability to work well under pressure, with efficiency and excellence.
- Desire and initiative to continuously expand personal knowledge and skills.

- Self-directed with the ability to take initiative and anticipate actions needed; ability to exercise discretion and independent judgment and to be a team player in an active museum environment.
- Experience in program administration.

PREFERRED SKILLS

- Experience teaching within museum/university contexts.
- Deep and broad engagement in contemporary ideas and culture in keeping with the Henry's mission.
- Proven understanding of contemporary art across disciplines.

To apply, please send a cover letter and resume to jobs@henryart.org. Priority consideration will be given applications made by end of business day May 22, 2020. No phone calls, please.

EQUITY AND INCLUSION: The Henry is committed to racial diversity and inclusion. Qualified individuals who bring diverse perspectives to the workplace are encouraged to apply. The Henry is an Equal Employment Opportunity employer. We are committed to providing a positive working environment for employees, students, volunteers, and artists.