

Henry

Graphic Designer (Part-Time)

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 Graphic Designer works on a wide range of print and digital projects with a creative eye, while maintaining and reinforcing the museum's brand. The position is part of the communications team at the Henry, with supervision from the Lead Designer. The Graphic Designer works collaboratively across all departments, including curatorial, development, and administration. This position is ideal for candidates with a solid graphic design foundation who are looking to work in the creative field.

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.

STATUS: Part-time, FLSA non-exempt, benefits eligible

HOURLY RATE: \$30/hr

SCHEDULE: 27 hrs/week, Tuesday – Friday

REPORTS TO: Lead Graphic Designer

ESSENTIAL FUNCTIONS:

- With supervision from the Lead Designer, the Graphic Designer leads and/or assists with a range of design projects, including but not limited to:
 - Identity concepting for exhibitions, including poster design; in-gallery graphics such as wall text, object labels, and interpretive materials; exhibition publications; and print and digital ads
 - Wayfinding, including front desk and gallery signage as well as exterior signage
 - Digital assets, including short animations/videos for social media, e-newsletters, and the website
 - Website updates, including resizing of images and content updates
 - Support of design needs across all Henry departments. This may include projects such as membership materials, annual reports, and more
- Serve as sounding board for and provide creative input on the visual representation and the Henry brand in general in collaboration with the Lead Designer
- Participate in and contribute to staff and team meetings and strategic planning
- Model and uphold the museum's commitment to equity and follow professional practices and the Henry's Code of Ethics
- Other duties as assigned

QUALIFICATIONS:

Required

- 2-4 years of professional graphic design experience
- Comfortable juggling a wide range of projects at any given time
- Fluent in Creative Cloud applications, including InDesign, Photoshop, and Illustrator
- Able to produce high-quality work in a fast-paced environment
- Exceptional written and verbal communication skills with fine attention to detail
- Exceptional creativity and innovative design skills
- Ability work collaboratively across teams

Desired

- Passion for art and creative pursuits
- Experience with video production and editing
- Experience with Mailchimp and Asana
- Familiarity with numerous production and printing methods
- Experience working in a creative environment

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 on a pro-rated basis.
- 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, resume, and digital portfolio showing 3-5 work samples of recent work to opportunities@henryart.org. Applications received by March 24, 2025 will receive priority consideration. No phone calls, please.

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