

# Henry

## Preparator / Art Handler (Full-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](http://henryart.org/about).

### 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).

### POSITION PURPOSE

The Preparator / Art Handler is responsible for assisting in the safe and efficient internal movement, housing, and installation of collections and loan objects. The position is most active during installation and de-installation of museum exhibitions. This position works as part of a team in Exhibitions, as well as closely with staff from other departments and outside contractors.

*SPECIAL NOTE: All Henry employees, as University of Washington affiliates, must provide proof of being fully vaccinated against COVID-19, or declare a medical or religious exemption. This is in accordance with Governor Inslee's [proclamation 21-14.1](#).*

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

PAY: \$20.00 per hour

SCHEDULE: 32 hours per week, Tuesday - Friday

REPORTS TO: Manager of Exhibitions and Registration

ESSENTIAL FUNCTIONS:

- Assist in the preparation, installation, and de-installation of objects for exhibitions, including matting and framing, and construction of mounts
- Assist in construction of housing for art objects
- Assist in the processes of proper art handling methods, and art storage practices
- Assists in maintaining lighting in exhibition spaces, including changing lamps and transformers as needed; ensuring that lamps are properly focused
- Performs additional duties as assigned

This position frequently lifts or otherwise handles large and sometimes heavy objects, operates construction tools, and operates heavy machinery.

QUALIFICATIONS:

*REQUIRED*

- Demonstrated experience (typically a minimum of 2 years) handling art, preferably in a museum setting
- Experience in the safe operation and maintenance of a variety of hand and power tools, hydraulic lifts, fork and scissor lifts
- Ability to read and follow diagrams and schematics
- Must be able to work collaboratively within a team; work independently when given a task
- Must be flexible, detail-oriented, with excellent communication skills

*DESIRED*

- Experience with handling, installing, and mounting a variety of 2-dimensional and 3-dimensional art objects
- Knowledge of installation materials and techniques and fine art packing
- Experience in the safe operation and maintenance of a variety of hand and power tools, hydraulic lifts, and fork and scissor lifts
- Basic woodworking skills is a plus

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

APPLY: Please submit a resume and cover letter to [opportunities@henryart.org](mailto:opportunities@henryart.org). Your materials combined into one PDF is preferred. Applications received by 1/24/22 will be considered first. No phone calls please.