

Project Coordinator

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 Project Coordinator is responsible for providing coordination and organization of exhibition-related projects. The PC reports to the Director of Exhibitions & Collections, and works closely with the Exhibitions, Curatorial, Collections, Programs, and Communications teams. This position ensures that all internal stakeholders are kept in communication about exhibition projects, that deadlines are met and timelines maintained, and that cross-departmental collaborations remain organized and on track throughout the realization of exhibitions.

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.

PAY: \$25 - \$28 per hour, depending on experience

SCHEDULE: Tuesday – Friday, 36 hours per week (90% Full-time Equivalent or FTE)

REPORTS TO: Director of Exhibitions & Collections

WHAT THE PROJECT COORDINATOR DOES:

Exhibition Project Coordination and Support (70%)

- Develops and maintains exhibition timelines with Director of Exhibitions & Collections
- Ensures deadlines are met among exhibition project participants, both internal/cross-departmental and external

- Develops contracts (LOIs, Work-For-Hire, etc.) with direction and oversight from Director of Exhibitions & Collections
- Organizes and maintains shared exhibition project calendar, including confirmed and held dates for exhibition runs, and related programs and collections activities in tandem with scheduling of other museum events; collaborates across departments to set shared deadlines and expectations
- Schedules exhibition meetings with internal stakeholders; prepares agendas for these meetings and tracks action items as necessary
- Supports progress of exhibitions by creating and maintaining exhibition projects on project management platform, administering checklists, tracking changes, updates, and other relevant information in collaboration with Curatorial Assistant
- Verifies and inputs accurate object information for object labels and other exhibition materials
- Coordinates exhibition installation documentation, including developing shot-lists and conducting walk-throughs
- Maintains exhibition and program documentation inventory for current and future use, organizes digital files and manages transfer to University of Washington archives
- Makes all travel arrangements and itineraries for multiple departments, including hospitality and payment arrangements; collaborates with Curatorial Assistant to arrange artist travel arrangements for exhibition installation
- Manages Image Clearances for exhibition needs
- Creates and maintains exhibition-specific contact lists
- Collaborates with Director of Exhibition & Collections in tracking select departmental expenses, completes monthly credit card log

Exhibition-related Materials and Publication Support (25%)

- Gathers all content for exhibition related print and digital materials and publications, while maintaining publication project timelines
- Reviews and fact-checks content for non-grammatical accuracy (checking for approved language, correct credit lines, approved images, etc.)
- Procures high resolution images, and manages copyright status, licensing, crediting, and proofs for all materials produced for exhibitions and related projects, such as public programs and catalogs
- Tracks publication project deadlines and project budget with budget manager
- Distributes exhibition-related documents and other materials across departments
- Manages distribution of exhibition catalogs and library exchanges

General and Administrative (5%)

- Supports institution-wide initiatives and staffs events as appropriate, such as exhibition openings and including occasional evening and weekend hours
- Other duties as assigned

CONNECT WITH US IF YOU HAVE:

- 3-5 years of experience in project administration or coordination, especially in museums, contemporary art spaces, or other arts and culture institutions
- Excellent time management, problem solving, and analytical skills. Ability to foresee gaps or overlaps in resources, and be poised under pressure
- Ability to multi-task with strong prioritization and organizational skills

- Understanding of archival guidelines, policies, and best practices
- Excellent written, oral, and interpersonal communication skills
- A strong attention to detail
- Proven ability to adhere to museum policies and best practices, and maintain confidentiality
- Ability to work independently as well as collaboratively with staff, artists, other museums, galleries, and private lenders
- Commitment to representing the museum with a high degree of integrity and professionalism, maintaining productive and respectful dialogue with staff and stakeholders
- Proficiency with MS Office Suite, Adobe Creative Suite products, familiarity with basic web maintenance tools

PHYSICAL REQUIREMENTS:

- Locally based, 4 days/week working from the office

ADDITIONAL DESIRED EXPERIENCE:

- A degree in Art, Art History, Curatorial Studies, Museum Studies, or similarly related field
- Project management software experience, particularly Asana, a plus
- Project management experience in publication, including experience with copy editing; proven knowledge in image licensing, artist rights, and copyright laws and codes of ethics especially a plus
- Working knowledge of collection management databases; experience with MIMSY a plus
- Interest in and significant familiarity with contemporary art

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 Full-time (36 hours per week, 90% FTE); FLSA Non-Exempt; Benefits eligible

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 5 hours per month
- 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 at a rate of 4 hours per holiday
- Sick Leave: Sick leave accrued at a rate of 1 hour 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 have 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 and resume to opportunities@henryart.org, in one PDF if possible, with "Project Coordinator" in the subject line. Applications received by 06/02/25 will be reviewed first. 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.