

Henry

Public Programs 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 Public Programs (PP) Coordinator is responsible for coordinating the administrative components of public programs at the Henry. Reporting to the Associate Curator of Programs (ACP), the PP Coordinator is part of a team of curators and educators who collectively conceive of arts-based programming that expands thinking, promotes learning and creativity, and foster social connections. The PP Coordinator collaborates with internal staff, artists, local organizations, and University of Washington faculty, staff, and students to support a range of programmatic engagements and advance the Henry's commitment to creating experiences for the public that are welcoming and meaningful. This position facilitates the administrative aspects of program development, registration, schedule coordination, financial tracking, marketing, and assessment, with the opportunity to lead program initiatives, as determined in conversation with the ACP.

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://www.washington.edu/raceequity).

PAY RANGE: \$25 - \$28 per hour

SCHEDULE: 36 hours per week, Tuesday – Friday. Some variation in days or times worked may be required based on programmatic needs, including Thursday evenings and occasional weekends.

REPORTS TO: Associate Curator of Programs

WHAT THE PUBLIC PROGRAMS COORDINATOR DOES AT THE HENRY

Duties and responsibilities include, but are not limited to:

Program support

- Acts as a thought partner with the ACP and curatorial staff to develop suites of programming that build upon themes explored with Henry exhibitions
- Alongside the ACP, facilitates and maintains partnerships with exhibiting artists and a diversity of cultural organizations and artists across UW & the Seattle area
- With the ACP develops and supports multigenerational and student engagement initiatives, and facilitates teaching artist opportunities
- Provides planning and on the day support to a full suite of programs

Administrative support

- Supports ACP in managing the schedule, timelines, and deliverables for programs
- Liaises with IT department to meet program tech needs
- Administers contracts, check requests, and related paper-work; assists ACP with tracking programs budget
- Oversees registration and statistical reporting
- Works closely with the Communications team on programs marketing and outreach
- Develops content for program pages on the Henry's website
- Works with ACP and museum stakeholders to continually evaluate and refine programs
- Works with Visitor Services, Security, and Events teams to coordinate check-in, set-up, and break down procedures as needed for various programs
- Supports the ACP in strategically documenting and live broadcasting programs to grow online presence of programs
- With the ACP, acts as point of contact for a roster of program-related artists, scholars, and guests

Other duties as assigned

CONNECT WITH US IF YOU:

- Have 2+ years' experience in public programs organizing or arts education facilitation
- Have interest in public engagement and learning
- Have deep and broad engagement in contemporary ideas and culture aligning with the Henry's mission
- Are team-oriented with the ability to take initiative and anticipate actions needed
- Have the ability to manage multiple projects and respond effectively to multiple tasks and meet deadlines
- Have excellent coordination and interpersonal skills
- Have excellent written and oral communication skills; ability to communicate professionally with diverse constituencies of artists, community partners, staff, and museum visitors
- Have basic working knowledge of front-of-house management and customer service
- Have experience with Excel, inputting data into content management systems, and managing online registration processes
- Are able to work weekends and evenings as required per the programming calendar
- Are comfortable providing set up and tear down for events and programs, which sometimes may include lifting or team lifting heavy objects (40+lbs)

ADDITIONAL DESIRED EXPERIENCE:

- A degree in Art, Art History, Museum Studies, Arts Education, or similarly related field
- Experience coordinating artistic, cultural, educational, or other creative projects such as music, dance, theater, community organizing, etc.
- Experience using Microsoft Office Suite, Google Workplace, Eventbrite, and SurveyMonkey
- Demonstrated understanding of contemporary art across disciplines
- Knowledge of current local arts and cultural organizations, events, and programs

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

STATUS: Regular Full-time, 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 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 at a rate of 7.2 per holiday
- 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 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. Initial application review will begin October 1st, 2024. No phone calls, please.