

Henry

Public and Youth Programs Coordinator

ABOUT THE HENRY: The mission of the Henry Art Gallery is to advance contemporary art, artists, and ideas. With a permanent collection of over 26,000 objects, 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–12 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:

The Public and Youth Programs (PYP) Coordinator is responsible for coordinating the audio/visual and administrative components of a range of public and youth programs at the Henry. Reporting to the Associate Curator of Public and Youth Programs (PYP), and working in close collaboration with all museum departments, the PYP Coordinator provides technical expertise in producing lectures, performances, workshops, and gallery events. This position facilitates the administrative aspects of program registration, schedule coordination, financial tracking, marketing, and assessment of programs. The PYP Coordinator is part of a team of curators and educators who collectively conceive of programming that seeks to expand thinking and promote learning and creativity. They work closely with artists, lecturers, and staff to identify solutions for presenting multi-media programs and support the Public and Youth Program's commitment to creating welcoming and meaningful experiences for the public.

STATUS: Henry Gallery Association regular, full time (36 hours/week), benefits eligible; salary range \$18.00 - \$20.00/hour

REPORTS TO: Associate Curator of Public and Youth Programs

ESSENTIAL FUNCTIONS: Duties and responsibilities include, but are not limited to:

- Acts as audio/visual technician and point of contact for a roster of program-related artists, scholars, and guests.
- Supports Associate Curator of PYP in managing the schedule of programs and timelines for projects.
- Tracks program-specific budgets and administers contracts, check requests, and related paper-work for programs.
- Oversees registration and statistical reporting for all programs.
- Works closely with the External Relations team to coordinate marketing and outreach support for programs.

- Works with Associate Curator of PYP and museum stakeholders to develop and implement evaluation strategies across programs.
- Advises and plans strategically for documentation of programs and supports efforts to grow online presence of programs.
- Works with Museum Services team to coordinate check-in, set-up, and break down procedures as needed for various programs.
- Other duties as assigned.

JOB REQUIREMENTS:

- Must have working knowledge and technical experience, including but not limited to audio/visual presentation formats, front-of-house management, and hospitality practices.
- Experience with Excel, inputting data into content management systems, and managing online registration processes.
- Excellent coordination and interpersonal skills and positive attitude that supports department's goals.
- Excellent written and oral communication skills; ability to communicate professionally with diverse constituencies such as artists and guest lecturers.
- Ability to manage and respond effectively to multiple tasks and meet deadlines.
- Team-oriented with the ability to take initiative and anticipate actions needed.
- Must be able to work weekends and evenings as required per the programs calendar.
- Must be able to lift 40 lbs and provide set up and tear down for events.

PREFERRED:

- Experience working with artists or creative production projects such as music, dance, theater, etc.
- Knowledge of and/or interest in local and international contemporary art.
- Knowledge of and/or interest in public engagement and learning.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Henry is an Equal Employment Opportunity employer. We are committed to providing a positive working environment for employees, students, volunteers, and artists.

DIVERSITY AND INCLUSION: The Henry is committed to diversity and inclusion. Individuals who bring a broad range of perspectives to the workplace are encouraged to apply.

To apply, please send cover letter and resume to jobs@henryart.org. No phone calls, please.