

Henry

Contract Registrar

The Henry Art Gallery seeks an organized and experienced Registrar to support the Henry Art Gallery's exhibition program. This is a temporary limited-term contract position.

STATUS: Temporary Henry Art Gallery Employee (3 days/week)

REPORTS TO: Manager of Exhibitions and Registration

This position works as part of the Exhibition Team consisting of an Assistant Registration of Exhibitions & Collections, Exhibition Designer, Senior Preparator, and Preparator. The Contract Registrar will also work in close collaboration with Curatorial staff.

ABOUT THE HENRY: The Henry Art Gallery was founded as Washington State's first art museum in 1926, by Seattle entrepreneur Horace C. Henry, 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. The Henry's facility is 46,200 sq. ft., including the historic founder's 1927 building designed by Carl F. Gould and the 1997 addition designed by award-winning architect Charles Gwathmey.

The mission of the Henry is to engage all people in the transformative power of contemporary art and ideas. With a permanent collection of over 27,000 objects (including photographs, videos, paintings, works on paper, ceramics, costumes, and textiles), the Reed Collection Study Center is a key cultural resource and training ground in the visual arts for K-20 students, scholars, artists, and general audiences of all ages. Core values include collaboration, diversity and inclusion, risk-taking, transparency, accountability, excellence, and service.

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

- Acts as logistical contact for the receipt and dispersal of art works loaned to the museum, as assigned by the Manager of Exhibitions and Registration.
- Prepares and administers exhibition-related paperwork including correspondence, loan agreements, objects receipts, and condition reports.
- Coordinates and plans transport for artworks in exhibitions, including safe and proper storage, handling, packing, and shipping. Works collaboratively with exhibition staff as well as artists, representatives from other institutions, and outside art handling firms to assist in coordinating and monitoring the safe and legal movement of art.

- Works with the curatorial staff to help finalize checklists, contact lenders, and research and record accurate object information.
- In collaboration with the Assistant Registrar and Associate Curator of Collections, assist with the packing and shipping of outgoing loans from the museum's collections as well as in-coming gifts.
- Coordinates art movement with the Exhibition Team as well as Operations and Facilities.
- Assists with inventory tracking for artworks.
- Other duties as assigned.

PREFERRED KNOWLEDGE AND QUALIFICATIONS

- Demonstrated registration experience (typically a minimum of 5 years) in a museum or fine art setting, including experience with fine art loans administration and documentation, and shipping art domestically and internationally.
- Demonstrated knowledge of museum best practices in the areas of art handling, art safety and security, intellectual rights, and exhibition installation practices and procedures.
- M.A. degree or equivalent education and/or experience level (Studio Art, Art History or Museology degree a plus).
- Strong interpersonal and constructive communication skills applicable to a deadline oriented, creative, diverse, and academic atmosphere. Ability to coordinate across diverse departments.
- Comfortable working collaboratively in a team oriented environment.
- Proficiency with MS Office suite.

PAY: \$23.00 - \$27.00/hour, DOE (not benefits eligible)

EQUITY AND INCLUSION: The Henry is committed to racial diversity and inclusion. Qualified individuals who bring diverse perspectives to the workplace are encouraged to apply. The Henry is an Equal Employment Opportunity employer. We are committed to providing a positive working environment for employees, students, volunteers, and artists.

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