

On-Call Preparator / Art Handler

Note: Applications for this position are always accepted and reviewed on a rolling basis.

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 On-Call Preparator / Art Handler is responsible for assisting in the safe and efficient internal movement, housing, and installation of collections and loan objects. The On-Call Preparator / Art Handler is a temporary, part-time position. 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.

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.

STATUS: Part-time, on-call; FLSA non-exempt; non-benefitted

STARTING RATE: \$20 - \$24 per hour, depending on experience

SCHEDULE: Tuesday – Friday; Current expected work dates are:

- June 27 – July 21
- August 22 – September 30

Additional work dates to be determined

REPORTS TO: Head Preparator

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

BENEFITS: This position is non-benefited. This position **does not** accrue vacation time or receive holiday credit hours.

The employee will have access to or receive:

- Sick leave accrued at a rate of 1 hour of sick leave per every 40 hours worked
- Paid holiday time during designated museum holiday closures that occur on days the employee is otherwise regularly scheduled to work

APPLY: To apply, please send cover letter and resume to opportunities@henryart.org. No phone calls, please. Applications for this position are always accepted, and are reviewed on a rolling basis year-round.

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