

Work Study Job Description

Job Title:	Public and Youth Programs Assistant - HTAC
Department:	Henry Art Gallery
Location:	Henry Art Gallery
Remote:	No
Pay Rate:	18 - 18 / hour
Employment Period:	Academic year
Hours Per Week:	Up to 19 hours per week
Contact Supervisor:	Mita Mahato
Phone Number:	206.616.2616
Email Address:	mitam@henryart.org
Website:	https://henryart.org/
Box Number:	351410

NATURE OF ORGANIZATION

The only museum dedicated to contemporary art in our region, the Henry is internationally recognized for our groundbreaking exhibitions, for being on the edge of contemporary art and culture, and for being the first to premiere and sponsor new works by artists of note. Through individual experiences with art, we inspire visitors to upend their expectations and discover surprising connections.

DUTIES AND RESPONSIBILITIES

The Henry Art Gallery seeks an individual with an interest in teen programs and arts education to work as the Public and Youth Programs Assistant (PYPA). Working closely with the Associate Curator of Public and Youth Programs, Public and Youth Programs Manager, and Teen Collective Artist Facilitator, the PYPA will support the week-to-week curriculum development, coordination, and facilitation of the Henry Teen Art Collective. General support for public and youth programs will occur as needed. Tasks include, but are not limited to communicating with youth, guardians, and community stakeholders; program evaluation and assessment; participating in professional development; and project management of the activities of the Collective. The PYPA is responsible for interacting in a timely, organized, and professional manner and is an important part of shaping a growing and successful youth program. The Henry Teen Art Collective meets weekly on Thursday evenings from 4:30–6:30pm. We anticipate that the 21-22 academic year will feature a hybrid of both onsite and remote sessions, to be determined collectively. The PYPA will be expected to co-facilitate most weekly sessions.

MINIMUM QUALIFICATIONS

Qualifications: - Experience working with youth, preferably teens– A commitment to working towards racial equity and inclusive practices – Experience with customer service, hospitality, or teaching -Strong organizational skills and attention to detail - Excellent writing, interpersonal and oral communication skills and comfort working collaboratively with a team - Knowledge of social media and a high comfort level learning and using new technologies – Experience using and running online meeting and communication platforms – Ability

to work some weekend and evening hours Preferred: Passion for or interest in youth-driven programming and/or contemporary art – Proficiency in Microsoft Office, Adobe Suite, Google Drive, Slack

EDUCATIONAL BENEFITS

This position will work closely with the Associate Curator & Programs Manager overseeing public, youth, and family programs. This position will have access to the full range of operations that inform educational and public program offerings at the museum and will include access to professional development opportunities specific to youth development. A student with an interest in contemporary art, studio practice, museum education, or arts administration would particularly benefit from the opportunities this position offers. Skills learned include: Group facilitation, collaborative process strategies, best practices in youth development, evaluation design and execution, community relations, and expanded knowledge of museum practices and contemporary art.

HOW TO APPLY

To apply please send résumé and cover letter to: contact-programs@henryart.org. Please write "PYAP - HTAC" in the subject line.

Job Number: HART09 | Category: Arts & Media | Program: Federal | Class: 0875 | 51% Comparable to Classified: Y