

<b>JOB TITLE</b>	Collections Assistant		
<b>DEPARTMENT NAME</b>	Henry Art Gallery		
<b>JOB LOCATION</b>	Henry Art Gallery, University of Washington Campus		
<b>CONTACT/SUPERVISOR</b>	Judy D. Sourakli		
<b>PHONE NUMBER</b>	206-543-1739	(Complete 10-digit number)	
<b>EMAIL ADDRESS</b>	<a href="mailto:jdsourak@u.washington.edu">jdsourak@u.washington.edu</a>		
<b>BOX NUMBER</b>	351410		
<b>EMPLOYMENT PERIOD</b>	Summer Only [ <input type="checkbox"/> ]	Sum & Acad Year [ <input type="checkbox"/> ]	Acad Year Only [ <input checked="" type="checkbox"/> ]
<b>HOURS PER WEEK</b>	Sum: 40 hrs/wk [ <input type="checkbox"/> ]	up to 19 hrs/wk [ <input type="checkbox"/> ]	Acad Yr: up to 19 hrs/wk [ <input checked="" type="checkbox"/> ]
<b>RATE OF PAY</b>	\$12 - 15	(Compliance with current UW Student Pay Schedule)	

**Duties and Responsibilities:**

As the Collections Assistant, the student will support museology practicums and collection management labs as needed. Duties will include object selection, object retrieval, organization of object records, and data entry. Student will also retrieve and return art objects to storage for class visitation.

**Minimum Qualifications:**

Graduate student in museology or related discipline. Research, computer, and word processing skills are essential.

**Educational Benefits:**

The student will gain practical experience in handling and caring for objects, as well as an understanding of museum methodology, procedure, and records systems.

**OFFICE USE ONLY**

Job Class Code: 0875 0872 Grad: 0881 0882 0883  
 51% Comp. to Classified: Yes [  ] No [  ]  
 State [  ] Federal [  ]  
 Open [  ] Closed [  ]

**JOB NUMBER:**

11HART07

**JOB CATEGORY:**

ARTS/MEDIA