

Work Study Job Description

Job Title	Communications Assistant
Department Name	Henry Art Gallery
Job Location	Henry Art Gallery
Pay Rate	\$15.00 - \$15.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Dana VanNest
Phone Number	206-616-9625
Email Address	danavn@henryart.org
Website	http://www.henryart.org
Box Number	351410

Nature of Organization

Henry Art Gallery is a center for contemporary art and ideas. We are committed to providing our visitors with opportunities for discovery, inspiration, and exhilaration through personal experiences with art.

Duties and Responsibilities

- Coordinates and writes blog posts
- Assists in responding to media and public inquiries
- Monitors and submit listings to various online art and event calendars
- Provides administrative support
- Attends Henry events, as necessary.
- Performs other duties as assigned

Minimum Qualifications

Preference is given to Communications, English, and Museology graduate students. The candidate must have well-developed organizational and interpersonal skills, as well as being a strong writer and interested in branding and messaging, digital communications, and media relations, as well as museums and nonprofit organizations. Creative thinkers who value attention to detail a plus.

Educational Benefits

Student will learn how to work in a fast-paced and demanding, yet fun and creative, environment. Position will include marketing, print and digital communications, media relations, social media, and event assistance. Student will learn the many aspects of a working museum and how each part contributes to the smooth running of operations, programming, and communications.

How to Apply

Please send a resume and cover letter to danavn@henryart.org

Job Number: HART01 | Job Class: 0875 | Category: Arts & Media | 51% Comp. To Classified: n | Program:
State