

Work Study Job Description

Job Title	Collection Assistant
Department Name	Henry Art Gallery
Job Location	Henry Art Gallery Collection Study Center
Pay Rate	\$13.00 - \$13.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Judy Sourakli
Phone Number	(206) 543-17
Email Address	jdsourak@uw.edu
Website	henryart.org
Box Number	351410

Nature of Organization

Henry Art Gallery, the art museum of the University of Washington.

Duties and Responsibilities

Work closely with the Curator of Collections to catalog, research, and handle objects in the permanent collection. Act as curatorial assistant/museum registrar to facilitate processing of paperwork for gifts, rights and reproductions, reference library, and data entry in the museums collection management database.

Minimum Qualifications

Must have art handling skills and a good attention to detail. Knowledge of art history necessary. Knowledge of various computer software helpful. Student must be a graduate student in museum studies, art history, or related field.

Educational Benefits

Student will learn professional practices for museums, about copyright, and MIMSY, the collection database for the museum.

How to Apply

Send an e-mail with a cover letter explaining why the applicant is suited to for this job.

State