WING LUKE MUSEUM

Position Announcement

Wing Luke Museum Mission: We connect everyone to the dynamic history, cultures, and art of Asian Americans, Native Hawaiians, and Pacific Islanders through vivid storytelling and inspiring experiences to advance racial and social equity.

Position Title: Collections Manager
Reports to: Deputy Executive Director
Rate of Pay: $51,000 - $61,000 annually, DOE
Classification: Exempt, Salaried, Full-time
Schedule: Monday – Friday
Benefits: WLM offers a comprehensive package, including health (medical, dental, vision) and life insurance, Long Term Disability, AD&D, 403(b) participation, 12 paid holidays, and PTO (paid vacation and sick leave). Staff enjoy museum membership and discounts at the Marketplace and programs.

Application Details: Priority given to applicants who submit their materials by November 30, 2022

Position Summary:
The primary role of the Collections Manager is to oversee the Wing Luke Museum Collections, manage the Museum resource center, and prepare items for exhibition. The Collections Manager also serves as an integral part of the Exhibits Team for exhibition construction and installation. The Collections Manager serves as a lead driver for strategic direction to grow and develop the Museum Collections and access to it. This position is a member of the Program Department.

The Program Team:
A dynamic, passionate, collaborative team, the Program Team works hand-in-hand with community members and organizations to preserve, share and sustain the arts, culture and history of our communities. The Program Team leads content development and interpretation for the museum. Working with community members, this team creates relevant historical content that encourages people to learn from the past, envision beyond the present, and foster a sense of community. Landmark exhibitions/programs, to name a few, include: GRIT: Asian Pacific Pioneers Across the Northwest, which drew on heritage collections across the Pacific Northwest, and Resisters: A Legacy of Movement from the Japanese American Incarceration, which connects Japanese American resistance movements during the World War II era to modern Black, Indigenous and people of color movements and activism today.

Key Responsibilities
• Oversee collections.
• Manage resource center and research requests.
• Prepare materials for exhibitions.
• Contribute to exhibition construction and installation.
• Provide strategic direction for growth and development of collections.
• Supervise volunteers, interns and/or contractors to support and advance collections and exhibition installation work.
• Build and enhance relationships with community members and organizations to advance collections work at the Museum.
• Other duties as assigned.
Requirements:

- Three years’ experience of non-profit, culture, history, and/or arts experience or equivalent, desirable.
- Knowledge of museum collections-services management, such as object handling and storage, and/or a willingness to learn, a plus.
- Excellent written and verbal communication skills, and an eye for detail.
- Prior experience with managing or supervising staff, vendors and/or volunteers, welcome.
- Able to work accurately and independently.
- Experience with a range of computer software, such as: collections databases, esp. PastPerfect, Omeka or other equivalent; MS Office (Word, Excel, PowerPoint); other online, cloud-based project management and collaboration tools, desirable.
- Experience effectively presenting information to and responding to questions from the general public.
- Demonstrated curiosity, with a passion for learning and growing professionally.
- Bilingual and multilingual skills valued.

COVID-19: All employees must be vaccinated or provide weekly negative PCR tests.

To Apply (no phone calls, please):

Please e-mail letter of interest and resume to: jobs@wingluke.org

Priority given to applicants who submit their materials by November 30, 2022

Museum Overview:

As a National Park Service Affiliated Area and the first Smithsonian affiliate in the Pacific Northwest, the Wing Luke Museum offers an authentic and unique perspective on the American story. Nationally recognized for our work in creating dynamic, community-driven exhibitions and programs, we put our community at the heart of each exhibition we create. The stories you see and hear within our walls are their authentic experiences and perspectives. From the struggles of early Asian pioneers to accomplished works by national Asian American, Native Hawaiian, and Pacific Islander (AANHPI) artists, their contributions give us a look at what it means to be uniquely American. Our 60,000 square foot facilities offer three floors to tell our communities’ stories, with contemporary galleries showcasing both temporary and permanent exhibitions as well as preserved historic spaces accessible only through our daily guided tours. Beyond our walls, we like to tell the story of our neighborhood, Seattle’s Chinatown-International District. While economically challenged, it is a historically and culturally vibrant area, and we see ourselves as a neighborhood concierge and an economic anchor for the nearby small businesses. From restaurants to statues that you might not otherwise notice, there are layers of history and significance that are waiting to be uncovered. Wing Luke Museum offers guided neighborhood tours and events that will encourage you to discover stories and tastes both on and off the beaten path. For more information, please visit www.wingluke.org.

The Wing Luke Museum is a 501c3 organization. We are committed to diversity, equity, inclusion, accessibility, racial and social justice. BIPOC candidates are encouraged to apply.