

WING LUKE MUSEUM

Position Announcement

Wing Luke Museum (WLM) 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.

WLM Vision: At the WLM, we believe in Arts + Culture as Apothecary, defined as a *culturally rooted art and creative expression contributing to comprehensive wellness, from individual to community*. We also trust that an employee's well-being, intersectionality, interculturality, and enoughness are central to the success of their job.

Position Title: Community Programs Manager
Reports to: Director of Community Programs
Rate of Pay: Grade 23; \$55,025 - \$77,035 annually, DOE
A candidate with five years of experience can anticipate \$63,500
Schedule: Full time; Monday - Friday, occasional evenings and weekends
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: Preference given to applications submitted by Sunday, April 16th, 2023

Position Summary:

The Community Programs Manager (CPM) will develop, administer, and evaluate public programs of the Museum that broaden and deepen our audiences. They will imbue our programs with the WLM vision of Arts + Culture as Apothecary (ACA). This individual also manages programs in partnership with other institutions and community groups. The CPM is a member of the Program Department.

Key Responsibilities:

- Develop and implement programming that is a unique hybrid of arts and humanities, sciences, and civics to create systems level change. Work with the Director of Community Programs to implement year-round public programming initiatives.
- Design external and internal ACA programming that is inclusive and optimizes collaboration across staff, Board of Trustees, and other WLM stakeholders.
- Responsible for the development, implementation, and evaluation (science-based or civics-based) of assigned program activities. Organize and/or supervise volunteers and contractors for these activities.
- Participate in program development, implementation, and evaluation of co-sponsorships with community institutions and organizations, developing programs related to other events in the Asian American, Native Hawaiian, and Pacific Islander (AANHPI), Seattle Chinatown-International District (C-ID), and larger communities. Includes outreach to underserved and target communities to develop programs and deepen community relationships.
- Lead for creative annual placekeeping events (JamFest/Alley Parties and Hai! Japantown, etc.).
- Manage public facing components of ACA programs, including artist residencies. Keep abreast of other events in Seattle and in the AANHPI communities that can affect programming decisions. Maintain internal files about significant figures/institutions/programs in the AANHPI communities.

- Maintain public programs participant directory through Altru ticketing. Provide communications information for print calendars, online, and e-news for public programs and related partnership and co-sponsorship events.
- Design, produce and distribute fliers for individual public programs. Contribute to development and production of monthly re-fresh sheet/e-news. Update website for public programs and related partnership and co-sponsorship events.
- Be an enthusiastic WLM ambassador!
- Other duties as assigned.

Qualifications:

- Three years of experience in networking and building community partnerships and outreach. Non-profit arts and culture experience desired.
- Knowledge of AANHPI communities and C-ID issues, and experience working in diverse communities including multiple generations (seniors, youth, working adults), as well as across ethnic and racial communities are valued.
- Existing relationships with relevant organizations throughout Seattle and the Puget Sound area or demonstrated experience building similar relationships elsewhere a plus.
- Familiarity with evaluation and review processes, with the ability to accept feedback and integrate it.
- Able to work accurately and independently, with a high level of confidentiality when necessary. Cultivate and steward partnerships and manage sensitive matters effectively and with diplomacy.
- Outstanding organizational and analytical skills and the ability to multi-task, meet deadlines, remain flexible and adjust to changing priorities.
- Ability to communicate and work effectively and collaboratively in a multifaceted, team environment (staff, volunteers, and the public), and to work independently without supervision.
- Experience with a range of computer software, (including Microsoft Office) and other online, cloud-based project management and collaboration tools, desirable.

To Apply (*no phone calls, please*):

Please e-mail letter of interest and resume by Sunday, April 16th, 2023 to: jobs@wingluke.org

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 tell the story of our neighborhood, Seattle's Chinatown-International District, and activate and steward multiple sites throughout the area. 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.