

# WING LUKE MUSEUM

**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 (ACA), 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 their success in their work and their lives.

<b>Position Title:</b>	Fabrication and Facilities Technician
<b>Reports to:</b>	Senior Director of Finance & Operations
<b>Rate of Pay:</b>	Grade 22, \$25.47 – \$35.66 an hour (\$52,985 – 74,180 annually), DOE. A candidate with 5 years of experience can anticipate \$29.55 (\$61,463 annually).
<b>Classification:</b>	Full-time, Non-exempt
<b>Location:</b>	On-site, five days a week
<b>Schedule:</b>	Monday – Friday, occasional evenings and weekends as necessary.
<b>Benefits:</b>	WLM offers a comprehensive package, including health (medical and prescription, dental, vision), Group Life Insurance, Long Term Disability, Accidental Death & Dismemberment, 403(b) participation, 12 paid holidays, paid time off (PTO), museum membership and discounts on museum programs and at the Marketplace.

## Position Summary:

The Fabrication and Facilities Technician is focused on the functionality of the museum's physical space including exhibit fabrication and facilities maintenance, as well as providing interdepartmental communication and liaison support. This includes:

- **Exhibits:** Lead staff for the consultation, fabrication, installation, and maintenance of exhibits in the construction, installation, repair, and de-installation of permanent and temporary exhibits and displays, including interactives. Ongoing stewardship of all exhibit-based visitor experiences in the museum; management of the Workshop; and supervision of temporary fabrication crews.
- **Facilities:** Assist the Director of Technology and Infrastructure with all physical assets (plumbing, electrical, elevator, HVAC) and daily building maintenance, groundskeeping, safety, and security duties as needed. Maintain the Workshop and Fabrication areas and equipment so that they are clean, functional, safe, and accessible. Fabricate, repair, modify, and maintain furniture & equipment as needed.
- **Museum Services:** Ensure clear and effective communication between exhibits, facilities, and the museum services team. Provide intra-departmental support by listening, planning, and promoting museum-wide schedules and space planning priorities. Assist with Facilities Use Events by coordinating the load-in/load-out by clients' vendors, contractors, and suppliers.

This position is a member of the Operations Department.

## Key Responsibilities:

- Responsible for exhibit fabrication, production, and installation.
- In coordination with the Exhibits team, work on the design and development of in-house and traveling exhibits, including developing and detailing fabrication methods and materials for exhibit components.
- Oversee gallery preparation, including carpentry, painting, rigging, lighting, A/V, and temporary wall systems.
- Fabricate exhibit furniture, casework, wall systems, fixtures, and mounts as needed.

- Work with other team members, participate in installation and de-installation of exhibit experiences, ensuring proper handling and coordinating necessary transportation.
- In coordination with the Exhibits team, develop annual and long-term exhibit fabrication workplans and budgets.
- Purchase and maintain supplies and shop materials, including paint, tools, and hardware.
- Move and store exhibit fixtures and objects, including operation of a variety of tools with heavy lifting as needed. Occasional work with the Collections Resources team to move and transport artifacts.
- Exhibits maintenance, including troubleshooting A/V and computer interactives. Cleaning and repair of exhibits as needed.
- Working with the Facilities team, carry out museum maintenance directly related to visitor experiences, including lighting, signage, and repairs.
- Attendance at museum-sponsored events may be required.
- Be an enthusiastic WLM ambassador!
- Other duties as assigned.

**Qualifications:**

- Five years of experience with construction, including carpentry and metal fabrication.
- Three years of experience with building maintenance preferred.
- Highly motivated, goal-oriented, able to think strategically and analytically, able to set and stay on track with priorities, manage multiple and interdisciplinary projects, and maintain a high degree of professionalism.
- Excellent communicator with exceptional attention to detail, respectful of differing perspectives and communication styles.
- Experience with a range of computer office and CRM software, (including Microsoft Office) and other online, cloud-based project management and collaboration tools.
- Experience using ladders, lifts, and basic hand tools and equipment safely, properly, and skillfully.
- Ability to comfortably lift 50 pounds, stand for extended periods; ability to bend to lift, move, carry, artwork, and items safely.

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

Please e-mail letter of interest, resume, and three references to [jobs@wingluke.org](mailto:jobs@wingluke.org)

**Museum Overview:**

As a National Park Service Affiliated Area and the first Smithsonian affiliate in the Pacific Northwest, the WLM 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. WLM 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](http://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.**