

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 (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.

Position Title:	Senior Exhibit Developer/Oral History Manager
Reports to:	Exhibit Director
Rate of Pay:	Grade 23; \$57,225 – 80,115 annually, DOE. A Candidate with five years of experience can anticipate \$66,381 annually.
Schedule:	Full-time; Monday - Friday, occasional evenings, and weekends as necessary
Location:	On-site, five days a week
Benefits:	WLM offers a comprehensive package, including health (medical, dental, vision, and a prescription drug plan), 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.
Apply by:	Monday, March 11, 2024, for early consideration. Position open until filled.

Position Summary:

Organize, research, and create community-based and community-driven exhibits with a focus on larger exhibitions and special projects. Manage Oral History Lab, implement planning, tracking, and operations processes for oral history gathering and develop further initiatives through the Lab. Assist the Exhibit Director as needed. This position is a member of the Program Department.

Key Responsibilities:

- Recruit and organize community members to develop exhibit content and themes, recruit, and train research volunteers, conduct research including oral history interviews, transcribe interviews, develop exhibit storyline, and gather exhibit content, compile, and select text, photographs, artifacts, multimedia materials. Emphasis on larger exhibitions and special projects.
- Work with Community Project Leads, Guest Curators, Community Exhibit Teams, and Exhibit Designer/Fabricator on exhibit development, design, fabrication, and installation for ongoing changing exhibits.
- Coordinate oral history interviews and transcriptions, research for and documentation of exhibits, artifact and photo gathering, and other exhibit-related activities with volunteer participants.
- Conduct exhibit text writing and editing and text layout as appropriate.
- Coordinate communications and outreach with exhibits community advisory committees and other exhibit participants.
- Serve as an internal lead for exhibition projects, providing information and collaboration with staff on marketing, grant writing, and other internal museum needs related to exhibition projects.
- Manage planning, tracking, and operations processes for oral history gathering for exhibits. Provide training support for interns and volunteers. Work with Collections to make oral histories accessible to researchers and the public and promote and coordinate additional oral history projects as feasible. Facilitate oral history team meetings.

- Responsible for daily exhibits operations.
- Participate as a member of Program department team. Assist the department director and other staff as needed. Participate in special projects as time allows.
- Be an enthusiastic WLM ambassador!
- Other duties as assigned.

Qualifications:

- 3+ years of related professional experience, including exhibition development.
- Knowledge of and experience with museum and exhibition methods and practices.
- Experience with and commitment to Asian American, Native Hawaiian, and Pacific Islander community activities and/or with community-based nonprofit organizations preferred.
- Bachelor's degree in museology, design, art, history, architecture, or other related field or any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.
- Self-motivated and able to work accurately and independently, with a high level of confidentiality. Able to also work as a contributing team member. Capable of managing sensitive matters effectively and with diplomacy. Creative problem solver.
- Effective communication skills, including excellent research, writing, and editing experience. Public speaking experience preferred.
- Experience in upholding Diversity, Equity, Inclusion, and Accessibility best practices.
- Strong proficiency with a range of computer software and other online, cloud-based project management and collaboration tools, desirable.
- Demonstrated curiosity with a passion for learning and growing professionally.

Do you have experience with exhibit work or community engagement but not necessarily in a museum setting? The WLM may provide professional development training if needed. Individuals with transferrable skills with a strong desire to work in exhibit development and learning more should apply.

To Apply (no phone calls, please):

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

This position is open until filled.

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.

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.