

# SHANGRI LA

MUSEUM OF ISLAMIC ART, CULTURE & DESIGN

**Title:** Associate Curator of Public Programs, Shangri La  
**Location:** 4055 Papu Circle, Honolulu, HI  
**Reports to:** Executive Director  
**Status:** Full Time - Exempt

Shangri La is a museum for learning about the global culture of Islamic art and design through innovative exhibitions, guided tours, public programs, and digital initiatives. Built in 1937 as the Honolulu home of American heiress and philanthropist Doris Duke (1912-1993), Shangri La was inspired by Duke's extensive travels throughout North Africa, the Middle East and South Asia and reflects architectural traditions from those regions. The permanent collection features objects from Spain, Morocco, Egypt, Syria, Iran, Central Asia, India and parts of Southeast Asia. Shangri La is a program of the Doris Duke Charitable Foundation through the Doris Duke Foundation for Islamic Art.

## **JOB SUMMARY**

The associate curator of public programs advances the mission of Shangri La through Shangri La(b), Shangri La's center of education and public and digital programming. Shangri La(b) curates innovative and socially conscious programs to broaden access and complement Shangri La's collections and exhibitions onsite, offsite and online. Shangri La(b) plays a key role in enabling Shangri La to be a bridge for the public to understand global culture and citizenship in the 21<sup>st</sup> century.

The associate curator of public programs supports the executive director in the stewardship of Shangri La, collaborating with him and other staff to research, develop, implement, promote and evaluate engaging onsite, offsite and online initiatives and partnerships that advance the mission of the organization. He/she uses the museum's collections and exhibitions to create programs that spark cultural and civic curiosity and connection for all ages. In collaboration with Shangri La's curatorial staff, the associate curator of public programs coordinates Shangri La's residency programs to amplify the work of visiting artists and public intellectuals committed to enriching cultural and civic discourse related to Shangri La's mission.. He/she will develop participatory, creative and social dialogues and experiences for the public at Shangri La, engaging and empowering communities in novel and meaningful ways.

## **ESSENTIAL JOB FUNCTIONS**

**Programs and Events:** Manage all steps of Shangri La's onsite, offsite and online public initiatives/events, including steps to research, plan, develop, implement, promote and evaluate all efforts; coordinate the logistical support necessary for each effort.

**Residency Coordinator:** Develop and coordinate Shangri La’s residency program for artists, “artists,” scholars and public intellectuals, including the administration of their visit and stay.

**Community Engagement:** Use Shangri La’s collections and exhibitions to connect with new and existing creative and cultural communities, including those in architecture, design, environment, technology, film, literature, politics, human rights and others invested in the broader sharing of Islamic art, culture and design.

**Strategic Partnerships:** Develop and maintain strategic partnerships with a variety of organizations and collectives such as universities, NGOs, global conferences, festivals, biennials, fairs and others in order to mutually advance Shangri La’s and their missions.

**Business planning, budgeting, procurement and contracting:** Participate in the development and monitoring of annual program goals and manage program budget and expenses accordingly, including procurement and contracting procedures.

**Other duties as assigned by the executive director.**

## **QUALIFICATIONS**

- Bachelor’s degree (master’s degree or terminal degree preferred) in a relevant field and/or equivalent relevant work experience;
- Keen passion and knowledge of both traditional and contemporary art forms (local, national and international) including crafts, music and film relating to Shangri La’s mission and collection;
- Experience planning and managing event logistics, including booking and negotiating contracts with artists, identifying and managing AV needs, and understanding overall audience experience;
- Proven competence managing budgetary allowances and restrictions;
- Proven competence managing and collaborating with direct reports, as well as peers and colleagues not in the direct line of management;
- Knowledge and experience in event promotion and public relations;
- Proficiency working with Microsoft Office suite, Apple OSX, Adobe design and graphic software, databases, email and the web;
- Experience documenting events (via audio, video and photography) and posting on social media platforms and the web;
- Versatility and ability to manage many projects and priorities simultaneously;
- Strong organizational, analytical and problem-solving skills with excellent attention to detail;
- Self-motivation;
- Team-player mentality to work cooperatively and positively with colleagues, partners, consultants and a diverse public;
- Superb communication and writing skills, with a command of grammar rules and the use of style guides;
- Demonstrated passion and knowledge about public programming with clearly articulated view of the characteristics specific to an Islamic art, culture and design museum, its unique opportunities and educational mission;
- Well-informed views regarding the role of museums in the 21st century;
- Ability to work weeknights and weekends as needed;
- Ability to travel occasionally (local and national).

## **HOW TO APPLY**

Application reviews will begin September 25, 2017 and continue until position is filled.

All interested parties should send:

- Cover letter outlining how you satisfy the desirable qualifications and functions
- Resume
- Sample(s) of previous work (pdf or links)
- Email to: [hr@ddcf.org](mailto:hr@ddcf.org) Include "Curator Programs" in the subject line
- Fax: 808-732-4361 Reference "Curator Programs" on your cover page
- Do not apply in person