

SHANGRI LA

MUSEUM OF ISLAMIC ART, CULTURE & DESIGN

Title: Galleries and Collections Coordinator, Shangri La
Location: 4055 Papu Circle, Honolulu, HI
Reports to: Curator of Collections & Exhibitions
Status: Full Time – Non-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 Galleries and Collections Coordinator is positioned in Shangri La's Museum department, and advances the mission of the organization by caring for, maintaining, and documenting Shangri La's collections. Under the direction of the Curator of Collections & Exhibitions, the individual in this role assists the Conservator and the Collections and Digital Assets Manager with on-site and off-site initiatives relating to collections and exhibitions undertaken by the Museum to educate the public about the global cultures of Islamic art and design. This includes coordinating and supporting the physical integrity of the collection through environmental monitoring, object handling and movement, as well as the coordination and support of installations, exhibitions, rotations, and loans.

ESSENTIAL JOB FUNCTIONS

- Design and create mounts for collection objects in consultation with the Museum Team;
- Coordinate gallery preparation on-site (and as needed at offsite local, national, and international venues) with Museum Team and other departments (Operations, Security, etc.);
- Install, mount, light, and de-install collection objects on-site and at off-site local venues (coordinating and directing internal and external teams as needed);
- Coordinate and execute object handling and movement (both on-site and off-site) including organizing packing, loan paperwork (including insurance and shipping), storage etc.;
- Monitor and report on the display, security, and environmental conditions of all on-site and local off-site exhibitions (including object displays, panels, interactives, labels, didactic texts, etc.), and address and resolve concerns;
- Maintain and organize storage areas on-site and off-site, including re-housing and reorganizing collections as needed, monitoring environmental conditions and integrated pest management protocols, and addressing and resolving concerns;
- Evaluate all collections objects for condition and status; write condition reports for exhibitions and loans in consultation with the Conservator;
- Facilitate the research, editing, production, and printing of all exhibition didactics, including wall texts, object labels, images, and interactives;
- Conduct digital and physical collection inventories and audits at regular intervals;

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- Accession and physically number all collections objects; coordinate and supervise photographic documentation of the collection;
- Facilitate access to offsite storage facilities for staff, consultants, and researchers;
- Other duties as assigned by the Curator of Collections & Exhibitions and Executive Director.

QUALIFICATIONS

- Bachelor's degree in a relevant field (fine arts, art history, anthropology, etc) required;
- Minimum of 3-5 years of experience in museums, galleries, studios, etc;
- Experience with mountmaking and installation, including technical equipment and materials;
- Experience with databases, including relevant software (The Museum System preferred);
- Comfortable with Windows, Microsoft Office Suite, Google Drive, and Adobe Creative Suite;
- Physical ability to lift and carry 40 pounds, to climb and work from a high stepladder and scaffolding, and to climb multiple flights of stairs;
- Team-player mentality to work cooperatively and positively with colleagues, partners, consultants and a diverse public;
- Excellent analytical and problem solving skills;
- Strong organizational skills with excellent attention to detail;
- Versatility and ability to manage many projects and priorities simultaneously;
- Strong interpersonal, verbal and written communication skills;
- Valid driver's license;
- Ability to keep matters confidential;
- Enthusiasm for startup culture and a spirit of innovation regarding collections initiatives that deepen the role of museums as incubators of informal, significant learning;
- Keen passion for making art, culture and design more accessible to the public;
- Knowledge of Islamic art, culture and design a plus.

HOW TO APPLY

Send a CV and cover letter outlining how you satisfy the desirable job qualifications and functions by:

- Email to hr@ddcf.org, with "Galleries and Collections Coordinator" and your last name in the subject line; or
- Fax to 808-732-4361, referencing "Galleries and Collections Coordinator" on your cover page.

Application reviews will begin **January 5, 2018** and continue until position is filled.

No phone calls or in-person applications, please.

It is the policy of the Doris Duke Charitable Foundation to afford equal employment opportunity to all individuals, and we firmly adhere to the equal employment opportunity requirements of all States and localities in which we operate