

SHANGRI LA

MUSEUM OF ISLAMIC ART, CULTURE & DESIGN

Title: Associate Curator of Education, 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

Located in Shangri La's Center for public, educational and digital programming, the associate curator of education advances the Foundation's mission by creating innovative on-site, off-site and online education initiatives for all ages that enrich the understanding of Shangri La's collections and exhibitions and support the Shangri La(b) artist-scholar residency series to engage communities through the art, culture and design of Islamic worlds.

The associate curator of education supports the executive director in the stewardship of Shangri La, collaborating with him and other staff to develop and manage the various streams of Shangri La's education program: Shangri La/Honolulu Museum of Art guided tour program; Shangri La's internship and volunteer programs; specialized educational workshops directed towards key constituencies (teachers, students, schools, community groups, etc.); and learning interactives and materials.

ESSENTIAL JOB FUNCTIONS

Education Programs: Conceive, develop, coordinate and pilot creative enrichment initiatives (e.g. tours, programs, workshops, classes, convenings, etc.) that deepen public understanding of global cultures through Islamic art and design for all ages and frames the historical, artistic and cultural content of Shangri La's collections and exhibitions in novel and civic-minded ways.

Learning Resources: Conceive, develop, create and pilot creative curricular interpretive materials that deepen public understanding of Shangri La's collections and exhibitions for all ages and frames their content (i.e., history, art and culture) in novel and civic-minded ways.

Strategic Partnerships: Cultivate strategic partnerships that support and advance Shangri La's mission; work with key partners and peer organizations in a way that promotes educational integrity and enriches knowledge around collections and exhibitions.

Learning Programs: Develop and manage the museum's guide, internship and volunteer programs and maintain integrity to educational objectives of the collections and exhibitions.

Budgeting, procurement and contracting: Administer and manage a shared departmental budget and education-related expenses, and procure services required to implement programs.

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 for making art, culture and design more accessible to the public through innovative and interactive education; knowledge of Islamic art, culture and design a plus;
- Enthusiasm for startup culture and a spirit of innovation regarding educational initiatives that deepen the role of museums as incubators of informal, significant learning;
- Demonstrated experience teaching a variety of age groups and communities;
- Experience developing, designing and coordinating museum programs;
- Experience recruiting and coordinating tour guides and managing tours, internships and volunteer programs;
- Experience with event management and program logistics, including technical equipment and materials, booking venues and vendors, and negotiating contracts with consultants;
- 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;
- Team-player mentality to work cooperatively and positively with colleagues, partners, consultants and a diverse public;
- 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 interpersonal, verbal and written communication skills;
- Ability to keep matters confidential;
- Ability to work weeknights and weekends as needed;
- Ability to travel occasionally (local and national).

HOW TO APPLY

Application reviews will begin **January 22, 2018** and continue until position is filled.

All interested parties should send:

- Cover letter outlining how you satisfy the desirable qualifications and functions
- Resume
- Unofficial transcripts
- Sample(s) of previous work (pdf or links)

- Email to: hr@ddcf.org Include "Curator Education" in the subject line
- Fax: 808-732-4361 Reference "Curator Education" on your cover page

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