

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 – Exempt

Shangri La enriches the understanding of the arts, cultures and design of Islamic worlds in new and inspiring ways through exhibitions, digital and educational initiatives, public programs and guided tours, and community partnerships. Built in 1937 as the Honolulu home of American 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 artistic and architectural collections and designs from the regions. 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 advances the mission of Shangri La by coordinating and supporting the physical integrity and presentation of the collections and gallery spaces through environmental monitoring, object handling and movement, installations, exhibitions, rotations, and loans. The position reports to the Curator of Collections & Exhibitions and assists the Conservator and the Collections and Digital Assets Manager with initiatives and tasks relating to conservation, curation, and management of Shangri La's gallery spaces, collections and exhibitions.

ESSENTIAL JOB FUNCTIONS

- Coordinate and monitor gallery preparation and presentation on-site (and off-site venues as needed) with members of the Museum department and other departments (Operations, Security, etc.);
- Conduct regular presentation quality checks of gallery spaces and exhibitions, ensuring spaces and installations meet organizational expectations and style guidelines;
- Install 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, shipping, and storage;
- 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 storage areas on-site and off-site, including re-housing and reorganizing collections as needed, creating custom packaging, monitoring environmental conditions and integrated pest management protocols, and addressing and resolving concerns;
- Facilitate the 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;

- Assist with the weekly cleaning of selected collections items under the supervision of the Conservator;
- Assist the Collections and Digital Assets Manager with the coordination and supervision of special access to galleries and collections spaces by consultants, contractors, members of the media, interns, researchers, etc.;
- Assist with the coordination and supervision of initiatives that document the collections and exhibitions, ensuring such activities meet organizational standards, policies and procedures;
- Facilitate access to off-site storage facilities for staff, consultants, and researchers;
- Coordinate and manage the procurement of equipment, materials and supplies approved for purchase by members of the museum department;
- 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 installation, including technical equipment and materials;
- Comfortable with Windows, Microsoft Office Suite, Google Drive, and Adobe Creative Suite;
- Experience with procurement;
- 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 and meticulous follow-through;
- 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;
- Experience with databases, including relevant software (The Museum System preferred) a plus;
- 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 **May 17, 2019**, and continue until position is filled.

No phone calls or in-person applications, please.

The Doris Duke Charitable Foundation is an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.

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