

SHANGRI LA

MUSEUM OF ISLAMIC ART, CULTURE & DESIGN

NOTICE OF OPEN POSITION

Title: Associate Curator of Education, Shangri La
Location: 4055 Papu Circle, Honolulu, HI
Reports to: Executive Director/Associate Curator of Programs
Status: Full Time – Exempt

Shangri La is an innovative museum that 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 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 over 4,000 historic artworks from Spain to Indonesia. 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 Education advances the mission of Shangri La by creating and coordinating on-site, off-site and online education initiatives that enrich the understanding of Shangri La's collections, exhibitions, and broaden the educational impact of the institution's artist-scholar residency program. The Associate Curator of Education supports the Executive Director and curatorial staff by managing Shangri La's education programs: museum tour program; docent, internship and volunteer programs; specialized educational workshops for key constituencies (teachers, students, schools, community groups, artists, etc.); and learning interactives and curricular materials that support collections, exhibitions & public programs.

ESSENTIAL JOB FUNCTIONS

Education Programs:

- Conceive, develop, coordinate, manage and pilot forms of on-site, off-site and online public engagement (e.g. tours, workshops, classes, conferences, etc.) that deepen the understanding of Islamic art, culture and design for all ages and explore artistic, cultural and cotemporary ways to interpret Shangri La's collections, exhibitions, residencies and public programs in novel and civic-minded ways.

Learning Programs:

- Develop and manage the museum's docent, internship and volunteer programs.

Learning Resources:

- Conceive, develop and pilot creative curricular interpretive materials that enrich the understanding of Shangri La's collections, exhibitions, residencies and public programs for all ages in novel and civic-minded ways.

Strategic Partnerships:

- Manage and cultivate strategic partnerships that support and advance Shangri La's mission and education program; work with key partners and peer organizations in a way that advances and promotes the museum's educational integrity.

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 Islamic art, culture and design accessible to the public through innovative and interactive education;
- 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 collaborating with peers and colleagues;
- 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 a plus;
- 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

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

- Email to hr@ddcf.org , with “Curator Education ” and your last name in the subject line; or
- Fax to 808-732-4361, referencing “Curator Education” on your cover page.

Application reviews will begin October 22, 2018 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.