Notice of Open Position

Title: Communications Specialist
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 (DDCF) through the Doris Duke Foundation for Islamic Art (DDFIA).

JOB SUMMARY
Under the direction of the Executive Director, the Communications Specialist works with Shangri La staff and external agencies to document and communicate the organization’s mission, activities and initiatives (collections, exhibitions, programs and residencies) to the public. The incumbent will write, generate and manage organizational communications, including branding, graphic design, marketing, digital media (web, email, social media), and public relations. The ideal candidate has journalist sensibilities, a flair for visual design, digital and social media savvy and a passion for storytelling.

ESSENTIAL JOB FUNCTIONS
Communications

- Work with the Executive Director and museum and program colleagues to devise strategic communications plans, editorial calendars, project timelines and crises communications response plans for the organization;
- Develop and write content and messaging promoting organizational activities and initiatives with a consistent voice and tone and adhering to an editorial style guide;
- Serve as the liaison between Shangri La and members of the media, publicity and public relations services, and the communications staff of partner organizations;
- Coordinate marketing, promotional and ticketing efforts related to organizational activities and initiatives;
- Work with teams across the Shangri La and with organizational partners when relevant to develop, write, edit, proof and facilitate the production and circulation of publicity materials.
and press releases through established channels of distribution – including online calendars and forums;
- Organize, compile and distribute press kits and online resources for the media.
- Manage public email communication and mailing lists;
- Track, acquire, compile and archive press relating to Shangri La and provide summaries to Shangri La staff and communications staff at the DDCF on a regular basis;
- Procure and manage independent communications services contractors (i.e. writers, videographers, web developers, public relations firms/consultants, photographers, graphic designers, copyeditors, etc.).

**Visual Branding and Design**
- Manage organizational graphic design needs (print and digital collateral, marketing materials for programs, exhibitions, and residencies; educational materials) and oversee production;
- Work with the Executive Director to develop and implement policies, procedures and best practices around Shangri La’s brand identity across platforms and mediums to ensure organizational consistency.

**Web and Social Media**
- Manage the Shangri La website, working with museum and Foundation colleagues (and web development firms as necessary) to facilitate the development and updating of web content;
- Manage the museum’s social media accounts (Instagram, Facebook, Youtube etc.) and produce content that will build and deepen audience engagement and public awareness, with the aim of informing, educating and creating dialogue about the global culture of Islamic art and design;
- Monitor and address social media channel comments, including crowd-sourced review sites such as Yelp, Trip Advisor, etc.

Collaborate with the Foundation’s shared services and support teams based in New York and New Jersey, including the DDCF/DDFIA Communications Department, Information Services team, Legal Counsel, Finance and Human Resources, in performing job functions.

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;
- Superb communication, writing, editing and proofreading skills, with a good command of grammar and editorial style guides;
- Knowledge and experience developing and designing communication materials for a variety of platforms (e.g., online, print, etc.) and ensuring their adherence to an editorial style guide (i.e., Associated Press Style, Chicago Style, etc.).
- Knowledge and experience—including best practices—using social media platforms and similar digital networking/sharing platforms towards impactful ends;
- Demonstrated knowledge and facility in Microsoft Office Suite, Apple OS X; graphic design software (Adobe design & Photoshop, etc.); video editing software (Final Cut or Avid or Premiere, etc.), and a content management system (Prismic experience preferred);
- Strong technical skills using creative media equipment (e.g., cameras, audio equipment, etc.) to document events and share content on social media platforms and the web;
- Demonstrated creativity and artistic flare in communications, design and social media;
- Knowledge and experience in short and long form storytelling (e.g., documentaries, journalism, etc.);
- Knowledge and experience working with creative media professionals (e.g., web developers, designers, filmmakers, etc.);
- Versatility and ability to manage many projects and priorities simultaneously.
- Proven competence in budgeting and procurement;
- Strong organizational, analytical and problem-solving skills with excellent attention to detail.
- Initiative and self-motivation;
- Team-player mentality to work cooperatively and positively with colleagues, partners, consultants and a diverse public;
- Demonstrated passion and knowledge about the value of museums in enriching public life with clearly articulated views on the value of an Islamic art, culture and design museum;
- Enthusiasm for startup culture and the spirit of innovation regarding educational initiatives that reinforce the role of museums as incubators of impactful learning;
- Ability to work weeknights and weekends as needed;
- Ability to travel occasionally (local and national);
- Currently eligible to work in the US.

COMPENSATION and BENEFITS
- Competitive salary based on experience;
- Excellent benefit package with limited employee contributions;
- Generous paid time off policies;
- 401(k) plan with employer contribution equal to 15% of base pay.

HOW TO APPLY
Send resume with cover letter to hr@ddcf.org. Include your last name followed by “Communications” in the subject line. Application reviews will begin February 24, 2020 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.