

## **DORIS DUKE FOUNDATION FOR ISLAMIC ART**

### **PROGRAM MANAGER**

Shangri La, a Center for Islamic Arts and Cultures

Shangri La is a center for Islamic arts and cultures, located in Honolulu in the former estate of philanthropist and collector Doris Duke (1912 – 1993.) Shangri La includes a 5 acre site, three buildings constructed between 1936 – 1938, gardens and water features and as well as an important collection of Islamic art.

### **POSITION SUMMARY:**

This new leadership position has been created to support the fulfillment of Shangri La's recently adopted strategic plan: to achieve Shangri La's potential as a center for Islamic arts and cultures and improve public understanding of Islamic arts and cultures. The Program Manager has primary responsibility for conceptualizing, developing, implementing and evaluating a creative and engaging program of activities. S/he works closely with the Executive Director and the Curator to develop programs\* and partnerships that expand Shangri La's program reach and capacity and position it as a significant provider of programs locally and nationally. The Program Manager also manages and seeks to improve the success of existing programs including guided tours, lectures and performances, residencies for scholars and artists, exhibitions, symposia and publications. The successful candidate for this position thinks and works in an interdisciplinary manner, and is committed to the role of the arts in creating cultural understanding.

\* Programs and other uses of the property are governed by a Conditional Use Permit from the City & County of Honolulu which establishes limits on access, days and hours of operation, attendance and other uses.

**ESSENTIAL JOB FUNCTIONS** (including, but not limited to): Proposes, develops, implements and evaluates a multidisciplinary program plan to include guided tours, performing arts programs, lectures, exhibitions, website, residencies for artists and scholars, interns, symposia, convenings and publications. Builds and sustains program partnerships in the community and beyond. Develops and sustains target audiences; understands and advocates for audience needs and interests internally and continually strives to improve programs and educational outcomes. Interprets and manages the content and presentation of all programs to ensure that they reflect current research and best scholarship. Develops and monitors an annual business plan and budget for all programs, to include goals, strategies and objectives. Works with Executive Director to develop and implement communication plans; represents Shangri La to media, community and VIP's. Attends Board meetings, staff retreats and other foundation activities in New York and New Jersey and other locations within the U.S.

**QUALIFICATIONS REQUIRED** (i.e. Skills, Education, and Experience) Master's degree in Humanities or Social Science field such as Art History, Anthropology, History, Education, Area or Cultural Studies or Museum Studies required; At least 4 years of experience successfully developing, managing, implementing and evaluating a multidisciplinary program plan to improve cross-cultural understanding to a variety of audiences; A gifted teacher and presenter who is highly skilled at interpreting the arts through a variety of media including museum collections and objects, emerging technologies etc.; Excellent communication skills, both written

and oral, and ability to communicate with sensitivity; Demonstrated ability to build relationships and work collaboratively as a team player with staff, consultants and partners; excellent interpersonal skills; Working knowledge and familiarity with contemporary issues and current research in the field of Islamic arts and cultures, or the capacity to develop the knowledge; Ability to translate and interpret specialist knowledge through engaging educational programs for general audiences; Understands and represents the needs of audience and community; Demonstrated ability to provide leadership and manage staff; Excellent project management and organizational skills with an attention to detail; Mastery of computer skills including MS Office and ability to learn new programs with ease; Creative and innovative personality; Ability to work weekends and occasional evenings; Flexibility, adaptability and a sense of humor.

#### HIRING PROCESS

Interested parties should send their resumes to:

Shangri La, Attn: DDFIA Program Manager Recruiter:

US Mail: 4055 Papu Circle, Honolulu, HI 96816 E-mail: [hr@ddcf.org](mailto:hr@ddcf.org)

No Phone Calls, please. Do not apply in person.