



Temporary Part-time Position: JamFest Assistant

NOTICE March 17, 2011

Job available beginning May 2011

Contact: Human Resources, hr@wingluke.org

The Wing Luke Museum of the Asian Pacific American Experience (The Wing) is seeking an individual to assist with the Chinatown-International JamFest, a neighborhood wide, music-based summer event occurring on the 3rd Saturdays from 6:30-9:30 p.m. from May to August (May 21, June 18, July 16 and August 20, 2011). The Wing, a community-based arts and culture organization that engages people to explore issues related to the Asian Pacific American communities, is the lead organizer for JamFest.

Job Description

Requirements

- Strong organization and administrative skills
- Love for networking and outreach to businesses
- Good communicator
- Familiarity with Seattle's Chinatown-International District
- High level of professional responsibility, integrity and dependability

Duties

- Provide support for each JamFest event, including set-up and clean-up
- Communicate with participating businesses before, during and after the event
- Communicate with participating musicians during the event
- Provide assistance with distribution of outreach materials to participating and related businesses
- Conduct further audience outreach as needed
- Other duties as assigned

Other

- Rate is \$12/hour for 24 hours/month (96 hours total)
- Schedule TBD, must be able to work from 2:30 p.m. - 10:30 p.m. on JamFest event days
- Hours to be worked between May 1 and August 31, 2011

To Apply

Interested candidates can submit:

- Cover letter; AND
- Resume or a 1-page summary of relevant volunteer and/or work experience that demonstrates your capabilities to succeed in this position.
- Send cover letter and resume to: hr@wingluke.org.

The position will remain open until filled.

The Wing Luke Museum of the Asian Pacific American Experience (The Wing) is an Asian Pacific American (APA) community-based museum with a unique emphasis on the community development process. It is dedicated to connecting everyone to the rich history, dynamic cultures and art of APAs through vivid storytelling and inspiring experiences. It is a museum of regional and national significance, and is a Smithsonian Institution affiliate. The Museum is committed to contributing to the economic development of its neighborhood, Seattle's Chinatown-International District. In 1996 the Museum began its expansion planning, and in 2003 purchased a historic building in the district that was built by Chinese American pioneers in the early 1900s. Over a span of five years, the Museum raised \$23 million from more than 1,600 individual and institutional donors and executed a unique expansion project that combines historic preservation with creation of contemporary gathering spaces and galleries. In June 2008 the Museum opened its new doors to the public. An ever-changing living museum, The Wing's current operating budget is \$2 million, and projects 40,000-50,000 visitors annually. The Museum provides public access to its library, collections and archives comprising over 20,000 items related to the culture, art and history of Asian Pacific Americans.