



NOTICE

September 4, 2007

Facilities Operations Director

The Wing Luke Asian Museum seeks an experienced facilities manager to manage/oversee daily building operations functions of the Museum including all visitor services and event rentals, information technology services/audio visual equipment, custodial/security contracts and building tenant matters, facilities relocations, and related budget development. The Facilities Operations Director develops, implements and evaluates appropriate and productive use of the building resource; maintains master calendar and scheduling of the facility use; develops and maintains Facility Usage guidelines, with relevant staff input; prepares and monitors related budgets and financial projections; participates in developing community and neighborhood relationships as regards the facility use.

The Facilities Operations Director is a new full-time regular staff position that is a member of the staff Management Team. This position reports to the Chief Executive Officer, and supervises the Visitor Services Manager, I.T. Technician, and manages other contracted services.

In 2003 the Wing Luke Asian Museum purchased a historic hotel in Seattle's Chinatown/International District that was built by Chinese American pioneers in the early 1900's. The Museum is conducting a capital fundraising campaign to raise \$23.2 million to preserve and renovate this historic building, providing 40,000 sf for community-based museum use. Fundraising is over 92% complete; construction is 65% complete, with exhibit installation to begin in Feb/March 2008. Grand Opening anticipated in May 2008.

The successful candidate will possess an understanding of the mission of the Wing Luke Asian Museum; a minimum of five years experience as facilities manager or similar position; proven experience in scheduling and coordinating multiple functions; skill, willingness and physical ability to undertake basic building maintenance work; experience in managing staff and or contract personnel; strong verbal and written communications skills, including customer service. Proficiency in MS Outlook, Excel and Word is required.

This is a full-time 40 hours per week position. Benefits include medical, dental, life and disability insurance, paid vacation and sick leave. Salary is DOE. The position is available November 2007, with part time hours to be negotiated in September-October 2007. Resumes will be accepted until the position is filled. Please send cover letter and resume to:

Karen Kajiwara, Executive & Trustee Associate
Wing Luke Asian Museum
407 – 7th Ave. S.
Seattle, WA 98104
kkajiwara@wingluke.org
www.wingluke.org

The Wing Luke Asian Museum is an Asian Pacific American (APA) community-based museum with a unique emphasis on the community development process. It is dedicated to engaging the APA communities and the public in exploring issues related to the culture, art and history of Asian Pacific Americans. 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 2003 WLAM purchased a historic building in the district that was built by Chinese American pioneers in the early 1900's. We have presently raised over \$21 million towards our \$23.236 million capital campaign goal to transform this building into the new expanded home for WLAM. Preservation/renovation of the historic building is at 65% construction completion. Grand Opening is anticipated in May 2008.