Call for Exhibits Volunteer

Position: Exhibits Volunteer

Description: The Wing Luke Museum is looking for a long-term volunteer to help with our community-based exhibits. The Exhibits Volunteer will provide administrative support by archiving materials such as meeting notes and oral histories. The volunteer will also do outreach on behalf of the museum to connect with businesses and other organizations.

About the museum: The Wing Luke Museum is the nation’s only pan-Asian Pacific American museum and is located in Seattle’s Chinatown-International District. The Wing’s mission is “to connect everyone to the rich history, dynamic cultures and art of the Asian Pacific Americans through vivid storytelling and inspiring experiences to advance racial and social equity.”

Schedule:
• 2+ hours during weekdays
• Starts immediately

Tasks:
• Contact local businesses and community organizations about museum projects
• Type up notes from meetings
• Transcribe oral histories
• Other administrative tasks

Qualifications:
• Enthusiasm for The Wing’s mission to help the public learn about Asian Pacific American history
• Proficiency with computers and Microsoft Office
• High attention to detail
• Must be able to work independently
• Professional communication skills in-person and over email

Works with:
• Deputy Executive Director

Benefits:
• Represent The Wing and see our community process in action
• Learn about local history and preservation projects
• For duration of volunteer term:
  o Free admission, hotel tours, and Chinatown Discovery Tours
  o 50% off general admission for family and friends
  o 10% off purchases in Marketplace at The Wing

To apply:
Email Volunteer Coordinator Heather Chan at volunteer@wingluke.org with a resume and explanation of interest. An interview may be part of the application process. If you have questions, send an email to the address above or call (206) 623-5124 x105. Visit www.wingluke.org/join-give/#volunteer-intern to learn more about our volunteer positions.