

## **JOB ANNOUNCEMENT**

**The Friends of the Chinese American Museum** is currently seeking applications for the following position:

**POSITION:**           **CURATOR**

**LOCATION:**           Chinese American Museum  
425 North Los Angeles Street  
Los Angeles, CA 90012

**TYPE:**               Full-time

**START DATE:**       **Immediate; position open until filled**

### **JOB DESCRIPTION:**

The Curator will design, create, and maintain exhibitions and their interpretations at the Chinese American Museum. The immediate responsibility is to oversee, design, and create the permanent exhibitions (focus on Chinese American community, culture, and history). The Curator functions as a researcher and historian or knowledge/resource expert in related fields and report findings as necessary. Duties include: assists in artifact preservation and collection management; assists in organization of archives including photo collections; provide assistance for research projects (e.g., oral history); coordinate public programs and special events; assists in grant development and writing; and provide general administrative support.

### **QUALIFICATIONS:**

- Bachelor's degree or above in one or more of the following disciplines required: humanities, social sciences, museum arts, fine arts, or related subject
- Knowledge of exhibit design is preferred
- Knowledge of history, particularly Chinese American and/or Asian American history is strongly preferred
- Good writing and very strong oral communication skills
- Strong interpersonal, team building, and organizing skills is essential
- Bilingual abilities involving Chinese language are desired, but not required
- Experience in Microsoft Office, Adobe Creative Suite, and other computer software skills for research and administrative tasks

**SALARY: Salary starting from \$33,000; salary commensurate with qualifications and experience.**

### **TO APPLY:**

Applicants are accepted on a continuous basis and remain open until filled. If you are selected for an interview, you will be contacted within 40 calendar days of receipt of your application.

- **Email:** Please email a **cover letter, résumé, three references, and salary history** to DB Quan, Administrative Director, at [admin@camla.org](mailto:admin@camla.org). Please indicate “CAM Curator” in the subject heading.
- **U.S. Mail:** Mail **cover letter, résumé, three references, and salary history** to:

Attn: D.B. Quan  
Friends of the Chinese American Museum  
125 Paseo de la Plaza, Suite 400  
Los Angeles, CA 90012  
RE: CAM CURATOR

- **Inquiries:**  
Please contact D.B. Quan at (213) 485-8484; or consult the CAM website at [www.camla.org](http://www.camla.org) for more information.

**ABOUT JOBS AT CAM:**

The Chinese American Museum’s (CAM’s) mission is to foster a deeper understanding and appreciation of America’s diverse heritage through preserving, documenting, and sharing the history, rich cultural legacy and continuing contributions of Chinese Americans. CAM opened in December 2003 and is part of the El Pueblo de Los Angeles Historical Monument (El Pueblo), located in downtown Los Angeles. CAM is a joint project supported by the City of Los Angeles through the El Pueblo department and by the Friends of the Chinese American Museum (FCAM). FCAM was formed in 1988 and is a 501(c)(3) non-profit organization. The successful applicant will be an employee of FCAM. For more information about CAM, please visit our website at [www.camla.org](http://www.camla.org).