

Job Opening: Technology Planner
Type of Position: Consultant
Position Available: Immediate
Location: New York, New York

The **Museum of Chinese in the Americas (MoCA)** is dedicated to reclaiming, preserving, and interpreting the history and culture of Chinese and their descendants in the Western Hemisphere. Through an ongoing and historical dialogue that shapes MoCA's collections, programs and exhibitions, people of all backgrounds are able to explore the diversity and complexity of American history and culture, while gaining unique access to the images, papers, oral histories and artifacts that document the story.

MoCA seeks a **Technology Planner** to help develop a new museum facility where it will relocate its expanded operations in 2007. MoCA will occupy two full floors within an existing structure, and is responsible for construction of the space to meet its programming needs. MoCA will retain its current facility at 70 Mulberry Street for back office and archival space. Preliminary design for the new facility is complete and construction is anticipated to commence in late 2006. The Technology planner will work with staff, the architectural/building team, and related consultants (e.g., permanent exhibit team, multi-media consultants) to coordinate the technology needs and requirements of MoCA's present and projected operations and programs with the proper solutions.

Qualifications:

- At least 7 years of proven experience and a track record in technology planning for cultural institutions or museums
- Ability to assess, plan for solutions, and leverage existing technological resources to expand and advance technological capacity of institution
- Specific experience with the planning for infrastructure technology for new sites, build-outs expansions and or upgrades is considered a plus
- IT budgeting experience
- Knowledge of PC, server, peripheral, LAN, WAN, and Wireless network technologies
- Ability to design and or recommend and monitor technical training for staff
- Good coordination and communication skills
- Ability to problem-solve creatively and constructively
- Willingness to commit to project for a minimum 9 months

Responsibilities

- Work with the expansion project team (architectural/building, permanent exhibit and multi-media consultants, Chief Operating Officer, Project Manager) to plan for technology needs for the new facility
- Explore how MoCA should plan to digitize collections and materials; present report and plan
- Assess and plan for MoCA's technology needs to fit out the shell of the new facility (including but not limited to voice, data, telecom, installation of cable, build-out of the equipment rooms, additional exhibit-related technological requirements, linkage to existing facility, security system, multimedia systems, museum-specific lighting systems)
- Prepare MoCA's infrastructure for basic administrative functions/operations and programs
- Facilitate the development of the new permanent exhibit and its multi-media needs

- Provide a viable written technology plan, budget, and timeline that maintain and sustain the targeted technological capacity for the new facility. This plan will be coordinated with the overall expansion/building schedule, cover such issues as software, hardware, networking, the internet, staffing and maintenance; and identify targeted milestones.
- Provide alternative low, medium and high-cost alternative technology plans.

To apply, please submit a cover letter and resume to:

Charles Lai
Executive Director
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70 Mulberry Street, 2nd Floor
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Or

FAX to (212) 619-4720

Or

Email clai@moca-nyc.org.