

Honolulu Museum of Art

Volunteer Position:
Robert Allerton Art Library Attendant
Overview/Purpose:
The Robert Allerton Art Library is an invaluable resource for members of the Honolulu Museum of Art, art collectors, art students, and any others interested in art. With a collection of some 55,000 books and periodicals, extensive biographical files on local and international artists, and auction catalogues dating to the beginning of the 20 th century, this library is the state's premier source of art information. As a Robert Allerton Library volunteer, you will be part of a group of volunteers who provide assistance to museum visitors and art researchers.
Activities/Duties:
Volunteers will play an integral role by assisting our library staff with – <ul style="list-style-type: none">• Greeting visitors and art researchers in a welcoming manner;• Maintaining proper care and maintenance of all materials handled by visitors;• Utilizing the card catalogue and computer to assist visitors in locating materials;• Filing and finding books, and putting materials in proper order; and• Other duties, as assigned.
Desired Qualifications:
<ul style="list-style-type: none">• Strong organization & detail-oriented skills;• Ability to assist visitors patiently and clearly;• Ability to work in a solitary environment;• Knowledge of Library of Congress and the Dewey Decimal Call Number systems is a plus, but not necessary;• Should be physically able to do light physical work including pulling heavy carts, bending, and reaching above your head.
Training:
<ul style="list-style-type: none">• Training and assignments to be discussed prior to each shift;• Must attend at least one New Volunteer Orientation, held quarterly within the museum.
Position Location:
Honolulu Museum of Art, 900 S. Beretania Street, Honolulu, HI
Supervision:
Director of Volunteer & Visitor Services, Visitor Services Associates/Coordinators, and/or Robert Allerton Library Head Librarian and Staff.
Time Commitments:
<ul style="list-style-type: none">• At least once per week. Volunteer opportunities are available: Wednesday & Thursday 10:00 – 3:30pm, Friday 10:00am – 3:00pm, and Saturday 10:00am – 2:00pm
Benefits:
<ul style="list-style-type: none">• Volunteers will build relationships with the library staff and visitors;• Opportunity for ongoing personal development and learning;• Insider access to the museum & world class exhibitions;• Invitation to two annual volunteer recognition events;• (1) Family Guest Pass to the museum.