

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Collections Assistant
Department:	Collections
Supervisor:	Head of Collections
Employment Status:	Part-Time
FLSA Status:	Non-Exempt
Work Hours:	19 hrs/ week
Issue/Reissue Date:	11/20/2015

The Honolulu Museum of Art (HMA) is an equal opportunity employer committed to recruiting and retaining a diverse, qualified workforce. The Museum strives to maintain a staff that works together to maintain its mission:

To bring together great art and people to create a more harmonious, adaptable and enjoyable society in Hawai'i.

Our Vision: To be a world-class institution with great collections of art and leading education programs. We will reflect changes that are happening in Hawaii, Asia and the world.

Conceived as an institution that would make Hawai'i an even better place to live, the Honolulu Museum of Art (HMA) is committed to showcasing the highest quality art from around the world for the benefit of residents and visitors. Art and Education are central to the museum's mission, with 299,000 people visiting each year and 36,900 students participating in school programs both at the museum and throughout the community. The museum's art collection has grown into one of the most extensive in the United States, with a special emphasis on works of art that reflect the diverse communities that call Hawai'i home.

Job Summary:

This position is part of the Collections Department, a fast-paced office dedicated to the careful documentation, care and handling of a very diverse collection of art. It is an exciting opportunity to work with and learn from a team of experienced art professionals that consists of art registrars, collection managers and an art technician, as well as work closely with curatorial and installation staff of the museum.

Minimum Qualifications:

- College degree

Desired Qualifications:

- Strong organization and communication skills.
- Flexible and able to multi-task.
- Excellent attention to detail.
- Good manual dexterity.
- Computer literacy and good working knowledge of Microsoft Excel & Word.
- Willingness to study and learn museum standards and practices for collections management.
- Knowledge of standard art handling practices.
- Even temperament with ability to work with people as part of a team.
- Ability to maintain a high level of confidentiality.
- Ability to pass a security threat assessment issued by the Department of Homeland Security.

Essential Duties:

- Responsible for the safe movement of art objects in/out of galleries, storage and off-site.
- Locating and tagging objects for proper tracking.
- Ability to prepare objects for exhibition and storage through physical inventory and computer tracking.
- Other collection related duties as assigned.

Traits and characteristics:

The successful candidate should demonstrate an ability to initiate and sustain momentum without close supervision. Exhibiting a polished presence, diplomacy, discretion and a deep respect and understanding of the museum and vision, mission and values.

Working Conditions and Atmosphere:

Most work is done in air-conditioned offices, galleries and art storage, with occasional outdoor projects. Able to lift and move objects weighing up to 40 pounds. This position works with minimum supervision. Due to the nature of the responsibilities, evening and weekend work is sometimes required, and at times may be on an emergency basis.

Department Approval

Date

Employee Signature

Date

Human Resources

Date

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Honolulu Museum of Art is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.