

# Honolulu Museum of Art

## JOB DESCRIPTION

<b>Job Title:</b>	Administrative Assistant, Theatre
<b>Department:</b>	Theatre
<b>Supervisor:</b>	Director, Doris Duke Theatre
<b>Employment Status:</b>	Full Time
<b>FLSA Status:</b>	Non-Exempt
<b>Work Hours</b>	Flexible 8:00 a.m. 5:00 p.m. with evenings and weekends
<b>Issue/Reissue Date:</b>	1/15/2016

The Honolulu Museum of Art (Museum) 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 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:** Assists the Director, Doris Duke Theatre in programming and administering film, performance, and educational events.

### Minimum Qualifications:

- Two years' experience with film and performing arts at a nationally recognized museum, theater, or university.
- Demonstrated knowledge in the field of cinema and performing arts.
- Maintains rigorous attention to detail, excellent organizational abilities, and able to manage multiple deadlines
- Ability to work evenings, weekends, and holidays as required
- Ability to work independently and as part of a team
- Excellent customer service skills
- Excellent writing, grammar, and research skills.
- Ability to work with diplomacy at all times
- Ability to take initiative, multitask, and work graciously in a fast paced environment

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.

**Desired Qualifications:**

- Excellent public speaking skills with the ability to introduce films and performances in a manner that engages the audience and enhances their understanding of the film and performance.
- Awareness and understanding of the local communities served by the Theatre and by the Museum.
- Strong knowledge of finances and ability to operate within the Theatre's budget with the goal of advancing profit, as well as serving the community.
- Proficiency in on-line research, working knowledge of word processing, spreadsheets, and databases. Must be proficient in MS Word, Excel, social networking, and other computer programs.

**Essential Duties:**

- Assists the Director with programming, including the programming of films, concerts, lectures, special events, receptions, and film festivals.
- Assists Director with the development of educational programs.
- Works well with film and music industry professionals, curators, scholars, educators, music agencies, and community leaders.
- Writes accurate documents detailing the agreements between the Theatre and entities, such as film distribution companies, filmmakers, performers, renters, organizers, and others.
- Timely submits reports required by film distribution companies. Arranges for the safe and secure return of the film and other film sources.
- Keeps detailed and accurate records of contracts, finances, agreements, and communications.
- Handles Theatre rentals, ensuring that the rentals complement the Theatre's programming and ensures that the rentals comply with Museum policies and with local, state, and federal laws and regulations.
- Fosters community outreach and coordinates community building with universities, colleges, schools, businesses, community organizations, community leaders, scholars, educators, students, and people served by the Theatre and the Museum .
- Together with the Director and with the Advancement team, works on grant applications and sponsorships.
- Drafts Theater program synopses. Assists the Director and the Communications Department with the design of promotional materials for Theater programs and events, including those in the member's magazine, Museum website, brochures, postcards, posters, digital signage, corporate sponsor reel, and Theater email newsletter. Oversees the supply and printing of publicity materials, including brochures and posters.
- Introduces films and performers and moderates discussion panels.
- Assists the Director to ensure that the Theatre activities are carried out in accordance with Museum policies and with local, state, and federal laws and regulations.
- Assists the Director to ensure that all visitors and Theatre patrons receive excellent customer service.
- Works with the Director to raise the local, national, and international profile of the Museum's film, performing arts, and educational programs.
- Additional duties as assigned.

**The successful candidate should demonstrate the following traits and characteristics:****2**

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- Is organized, initiates, and completes projects in a timely manner.
- Exhibits a polished presence, diplomacy, discretion, and a deep respect and understanding of the local community and of the Museum and its vision, mission, and values.
- Works collaboratively internally with Museum staff and externally with the public.
- Demonstrates high organizational skills and the ability to plan practically, to think strategically, and to respond effectively to problems. Demonstrates excellent time management skills, attention to details, and the ability to work under pressure.
- Possesses loyalty, integrity, honesty, and imagination.

**Working Conditions and Atmosphere:**

This position works with minimum supervision. Due to the nature of the responsibilities, evening and weekend work is required, and, at times, may be on an emergency basis.

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Department Approval

\_\_\_\_\_  
Date

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Employee Signature

\_\_\_\_\_  
Date

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Human Resources

\_\_\_\_\_  
Date

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