

# Honolulu Museum of Art

## JOB DESCRIPTION

<b>Job Title:</b>	Lending Collection Coordinator and Archivist
<b>Department:</b>	Art School
<b>Supervisor:</b>	Director, Art School
<b>Employment Status:</b>	Full-Time
<b>FLSA Status:</b>	Non-Exempt
<b>Work Hours:</b>	Tuesday-Saturday 8am-5pm
<b>Issue/Reissue Date:</b>	June 16, 2016

The Honolulu Museum of Art (HoMA) 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 (HoMA) 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:**

HoMA's lending collection consists of 6,000 cultural significant objects that are loaned to educators. This position conserves the collection, processes loans, manages a collection data base, and promotes the use of the collection to educators. In the archivist role, this position is responsible for the development and administration of the museum archival collections; plan, develop, implement, and direct economical and effective methods for accessing, handling, storing, retrieving, and disposing of active and inactive institutional records.

### **Minimum Qualifications:**

- Bachelor's degree with a minimum of two years related experience or equivalent combination of experience or knowledge in lending collections and archives.
- Supervisory experience, including training and evaluation of volunteers.
- Competent computer skills: experience with Microsoft Word, Excel, web browsers etc.
- Experience in museum collections, records, and education programming.
- Demonstrated understanding of current archival and records management principles and practices.
- Possesses a high degree of judgement and discretion in assessing and arranging materials for processing, preservation, retention and destruction.
- Excellent interpersonal skills; ability to interact cheerfully with diverse constituents. Ability to work effectively with staff, volunteers, children, teachers, and members of the public.
- Highly organized and flexible with the ability to be accurate and complete work within strict timelines.

**Desired Qualifications:**

- Master's Degree in Museum Studies, Library Science or Education.

**Essential Duties:****Lending Collections 60%**

- Manage Lending Collection Objects/Files.
- Promote and expand collection.
- Research and develop loan system.
- Assess, conserve, and repair objects; follow up with missing items.
- Develop and maintain an online photo database and reservation system;
- Create an orientation for borrowers using visual and written media such as manual or video.
- Work with the Education and Outreach team to develop educational programming for the public
- Manage and train volunteers.

**Archivist 40%**

- Conducts record surveys to determine records retention and disposition schedules; processes records; plans preservation/conservation; and projects space requirements for both analog and digital records.
- Creates a reference and access system for retrieval.
- Collaborates with key department staff to effectively manage the retention and disposition of museum records and to ensure legal compliance regarding institution records and control them through their life cycle.
- Monitors the records retention system and revises schedules as needed; disposes of records according to approved principles of record disposal.
- Assists and supports staff with record retrieval information.
- Other duties as assigned.

**Traits and characteristics:**

Must be bright, diplomatic, analytical, of the highest integrity, and possess sound judgement and a sense of humor and humility. 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 its brand.

**Working Conditions and Atmosphere:**

The Lending Collection and Archives is located in basement of the Art School and the main museum. Must have the ability to move across uneven surfaces, use stairs and elevators, sit for extended periods of time, bend, stoop and kneel. Ability to reach with hands and arms, lift, push, pull and carry up to 40 pounds. Ability to use hands and fingers to feel and manipulate small and large objects. Ability to speak clearly on the telephone. Hearing requirements are the ability to hear normal conversation over the phone and in person. Vision requirements normal. Able to work weekend and some evening hours.

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.