

Honolulu Museum of Art

JOB DESCRIPTION

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| Job Title: | Library Intern |
| Department: | Library |
| Supervisor: | Head Librarian |
| Employment Status: | Part-Time |
| FLSA Status: | Non-Exempt |
| Work Hours: | Tuesday, Thursday, Saturday |

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:

Under the general supervision of the Head Librarian catalogs Japanese and other Asian language materials and corrects existing bibliographic records as needed by using the procedures and practices of current metadata standards. Works with staff and volunteers in pursuing the use of new technologies for information access and library operations.

TEMPORARY EMPLOYMENT PERIOD: JULY 2016 – JUNE 2017

Minimum Qualifications:

- Ability to read Japanese and/or Chinese/Korean languages
- Working experience with current cataloging standards (AACR2 and/or RDA)
- Working experience with an integrated library system (Ex Libris Voyager preferred)
- Working experience with OCLC Connexion cataloging client
- Knowledge of Library of Congress Subject Headings
- Knowledge of LCC and DDC classifications
- Ability to work collegially with a diverse group of library patrons. Excellent customer service skills in answering questions and requests for library materials
- Ability to foster cooperative relationships with the local library community including the University of Hawaii libraries and other small institutional research centers

Desired Qualifications:

- Master's degree in Library Science

Essential Duties:

- Create bibliographical records of Japanese (and some other Asian language) books and journals and input into the library's OPAC (Hawaii Voyager) database;
- Provide reference services to the museum staff and the general public via phone, email, and in person;

- Support the Head Librarian to projects such as the retrospective conversion (automation);
- Maintain the records of subscription titles (magazines) and report to the EBSCO if there are any missing or delayed issues;
- Closely collaborate with the library volunteers and keep their time-sheet log.

Working Conditions and Atmosphere:

- Ability to move, push, pull, lift and carry up to 50 pounds.
- Able to reach out and overhead with arms, use fingers and hands to manipulate paper, keyboards, etc.
- Occasional exposure to dust and mold in records storage areas.
- Normal vision and hearing requirements.

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