

# Honolulu Museum of Art

## JOB DESCRIPTION

<b>Job Title:</b>	Society of Asian Art of Hawaii (SAAH) Intern
<b>Department:</b>	Asian Art
<b>Supervisor:</b>	Curator, Asian Art
<b>Employment Status:</b>	Part-Time
<b>FLSA Status:</b>	Non-Exempt
<b>Work Hours:</b>	10 hours per week (hours/days TBD)
<b>Issue/Revised Date:</b>	July 27, 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:**

Assist Asian Art Curators and Department Manager with ongoing exhibition, collection and departmental projects. Research the permanent collection and create content for future Asian gallery rotations as requested.

This is a two semester program, 10 hrs/week to begin in September. The salary for this position is \$10.00/hour. Please send a letter of interest, educational objectives, interests, achievements and professional goals, 3 letters of recommendation to [hr@honolulumuseum.org](mailto:hr@honolulumuseum.org).

### **Minimum Qualifications:**

B.A. in Asian art history or related field, interest in curatorial or collection management career

### **Desired Qualifications:**

- MA in Asian art history or currently pursuing graduate degree in Asian Art or related field
- Reading/writing fluency in an Asian language
- Strong research skills
- Experience with art management databases such as TMS
- Familiarity with Microsoft Word, Excel, and Adobe
- Experience with Photoshop, TMS or other collections management software
- A strong attention to detail
- Excellent interpersonal, verbal and written communication skills
- Editing and proofreading skills a plus.
- Understanding of Honolulu Museum of Art's established identity and dedication to maintaining it.

**Essential Duties:**

- Works on Asian art department projects as assigned by Curator of Asian Art, Assistant Curator of Japanese Art, or Department Manager.
- Assists Asian department staff with exhibition, collection or departmental activities.
- Additional 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 its brand.

**Working Conditions and Atmosphere:**

This position works with minimum supervision. Work will often be performed with short deadlines and situations sensitive to the Museum. Regular office hours are required.

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.