

# Honolulu Museum of Art

## JOB DESCRIPTION

<b>Job Title:</b>	Art Instructor
<b>Department:</b>	Art School
<b>Supervisor:</b>	Art School Director
<b>Employment Status:</b>	Part-Time
<b>FLSA Status:</b>	Non-Exempt
<b>Work Hours:</b>	Various/Seasonal

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:**

Teaching Artist in the multiple programs managed by HoMA Outreach team. As a teaching artist you are responsible for art instruction for students in grades K-12 throughout Oahu both during school hours and after school hours.

### **Minimum Qualifications:**

Bachelor's degree or higher in Studio Arts or Art Education and at least a year of comprehensive related experience, and skills in arts education. Must demonstrate broad knowledge of various art media. Please submit a website or five examples of current work. Must have the ability to communicate effectively with a diverse population of service users with demonstrated success in multiple locations and work environment. Must have access to independent transportation in order to travel around Oahu.

### **Desired Qualifications:**

- Bachelor's degree or higher in Studio Arts or Art Education.
- Teaching experience.
- Excellent verbal and interpersonal skills, including the ability to speak to large groups.
- Ability to work effectively with staff, volunteers, children, teachers, and members of the public.
- Highly organized, tactful, and flexible.
- Has access to independent transportation in order to travel around Oahu.
- Understanding of Honolulu Museum of Art's established identity and dedication to advancing it.
- Intelligent self-starter who is committed to the museum's mission.
- The traits of honesty, integrity, enthusiasm, and perspective; a very strong work ethic, supported by commitment and follow-through.

### **Essential Duties:**

- Work closely with HoMA Outreach team to develop curriculum for individual art programs.
- Work with program manager and DOE teachers at school site to plan and implement programs.
- Gather and assemble all supplies necessary for each program
- Responsible for arriving on site in a timely manner, preparing thoroughly for the program, clean

site and return it to its original form.

- Communicate with program manager any needs for individual programs.
- Work with school site teacher to plan and organize final exhibition of artwork; responsible for both installing and deinstalling exhibition at site.
- Attend all professional development workshops.
- Document progress of programming, photos, data, and evaluations.

**Other Qualifications:**

Core Competencies:

- Adaptability
- Business Acumen
- Change Management
- Effective Communicator
- Cost Consciousness
- Initiative and Judgment
- Planning and Organizing
- Professionalism
- Problem Solver
- Technology savvy

**Traits and characteristics:**

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

**Working Conditions and Atmosphere:**

The Art Instructor works with minimum supervision. Work will often be performed with short deadlines and situations sensitive to the Museum. Work hours may vary. 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

\_\_\_\_\_  
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