

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Curatorial Assistant
Department:	Arts of Hawai'i
Supervisor:	Curator, Arts of Hawai'i
Employment Status:	Part-Time
FLSA Status:	Non-Exempt
Work Hours:	Tuesday, Wednesday, Thursday, 10am - 4:30pm

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 direction of the Curator, of the Arts of Hawai'i, the Arts of Hawai'i Curatorial Department is looking for a Curatorial Assistant to implement community engagement efforts and coordinate the planning and budgeting of exhibitions, rotations, and related Arts of Hawai'i programming. Qualified candidate will have extensive knowledge of Native and Indigenous discourses and Neo/Post-colonial discourse in relation to visual culture in Hawai'i and the Pacific; consider themselves a member of Hawai'i's diverse community; and have a working knowledge of culturally sensitive interpretive approaches relevant to Hawai'i. This person will also have the ability to nimbly prioritize and execute short-term and long-term projects. Special consideration will be given to candidates who demonstrate passion for community engagement through the arts.

Minimum Qualifications:

- Master's degree in Art History, Museum Studies, Visual Culture, Pacific Island Studies, or Hawaiian Studies, or a related field with one (1) year of museum or institutional experience in curatorial or interpretive capacity.
- Familiarity with visual culture in Hawai'i and the Pacific, as well as with current museum policies and practices, critical pedagogy, and multicultural narrative perspectives.
- Experience interacting with community members of diverse cultural and socio-economic backgrounds

Desired Qualifications:

- Strong organizational and budget management skills.
- An appreciation for the Museum's focus on improving our visitors' experience, and an ability to work within institutional and departmental priorities.
- Excellent writing and communication skills, including public speaking for multiple audiences and demonstrated ability to conduct original research.
- Ability to work well both independently and as part of a team.
- Established professional network in the arts, both in Hawai'i and abroad.

Other Qualifications:

Core Competencies:

- Organized and adaptable
- High level of professionalism and an appreciation for confidentiality
- Critical thinker and Creative problem solver
- Social media savvy

Essential Duties:

- Coordinate planning activities related to exhibitions, rotations and programs as assigned to ensure teams stay on track and deadlines are met.
- Prioritize community engagement strategies and community partnerships developed around exhibitions.
- Actively communicate and work collaboratively with all departments across the museum including: Curatorial, Collections, Education, Advancement, IT, Communications, and Visitor Services, to ensure successful exhibition planning and implementation.
- Assist the Curator in conducting exhibition research including archival research, artist studio visits, and exhibition/gallery visits.
- Draft and edit exhibition label text with close attention to detail.
- Manage correspondence and internal communications related to assigned exhibitions and programs including associated documentation such as contracts and invoices.
- Update and manage The Museum System (TMS) database content including artwork information, label text, and photographs with each exhibition rotation.
- Ability to find creative solutions in a flexible and efficient manner.
- Perform administrative tasks such as maintaining calendar appointments for the department, organizing paper and digital materials, processing forms, and responding to inquiries.
- Help oversee Arts of Hawai'i interns.
- Other relevant 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.
- Have a strong work ethic supported by commitment and follow-through.

Working Conditions and Atmosphere:

The Curatorial Assistant works directly with the Curator. Work will often be performed with short deadlines and situations sensitive to the Museum. Regular office hours are required.

_____	_____
Department Approval	Date
_____	_____
Resources	Date
	_____ Human

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.