

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Intern
Department:	Archives
Supervisor:	Lending Collection Coordinator and Archivist
Employment Status:	Part-Time
FLSA Status:	Non-Exempt
Work Hours:	Spring 2017. 10 hours per week. Schedule to be compatible with Archivist's availability: Wednesday 9 to 11, Thursday 9 to 6, Friday 8 to 5.
Issue/Reissue Date	10/14/16

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:

This internship is designed to introduce the student to the responsibilities of and issues faced by archivists in art museums. Under the general direction of the Archivist, the student will gain experience working with institutional and professional records in a museum archives setting, and will gain an understanding of the role of a museum archives and the relationship between the archives and other museum departments.

Minimum Qualifications:

- Enrolled in UH Mānoa's graduate library and information science program
- Graduate-level coursework in library reference (LIS 601)
- Graduate-level coursework in archival management (LIS 652)

Desired Qualifications:

- Experience in museum environment or nonprofit organization.
- Understanding of Honolulu Museum of Art's established identity and dedication to advancing it.
- Familiarity with art history.
- Interest in museum archives and/or records management.
- The traits of honesty, integrity, enthusiasm, and perspective; a very strong work ethic, supported by commitment and follow-through.
- Collegial, flexible, detail-oriented.

Essential Duties:

Projects may include

- Assisting with reference inquiries
- Surveying archival records
- Preparing inventories
- Writing series descriptions
- Organizing and rehousing archival material

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:

Regular office hours are required. The supervisor will provide regular guidance and feedback, and will meet with the student monthly to address any concerns. Whenever possible and/or appropriate, the student will be included in meetings between the archivist and other museum staff. A midterm and final evaluation will be completed using the LIS 690 Intern Evaluation Form.

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.