

# Honolulu Museum of Art

## JOB DESCRIPTION

<b>Job Title:</b>	Outreach Programs Coordinator
<b>Department:</b>	Education
<b>Supervisor:</b>	Curator of Education
<b>Employment Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt
<b>Work Hours:</b>	Monday-Friday 8:00am – 5:00pm Some evenings and weekends,
<b>Issue/Reissue Date</b>	05/18/2017

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 Education, The Outreach Programs Coordinator assists with the overall administration and coordination of the Honolulu Museum of Art's Outreach, and ensures that these programs conform to high standards and are consistent with the short and long term interests and goals of the museum.

### **Minimum Qualifications:**

- A Bachelor's Degree in Art Education or related field and at least three years of comprehensive related experience, and skills in teaching and curriculum development.
- Must demonstrate broad knowledge of art education and museum practices.
- Must have the ability to communicate effectively with a diverse population of service users with demonstrated success in multiple locations and work environment.

### **Desired Qualifications:**

- An advanced degree in a related field, such as Art Education, Art History, and/ or Museum Studies.
- Experience in museum environment or nonprofit organization, with multiple sites, and varying degrees of needs.
- Working knowledge current art education pedagogy and HiDOE curriculum.
- Understanding of Honolulu Museum of Art's established identity and dedication to advancing it.
- Exceptional ability to manage and lead people.
- Intelligent self-starter who is committed to the museum's mission.
- Proven ability to lead and build the capabilities of a driven, bright, diverse team, as well as develop a top notch work and volunteer force.
- The traits of honesty, integrity, enthusiasm, and perspective; a very strong work ethic, supported by commitment and follow-through.

**Other Qualifications:**

Core Competencies:

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

**Essential Duties**

- Schedule and coordinate with schools.
- Manage instructor payroll.
- Assist with curricula development and professional development workshops for instructors.
- Ensure that DOE standards and benchmarks are incorporated when appropriate.
- Provide content for public relations, marketing, and the HMA Instructors website.
- Maintain an instructor database with current contact information.
- Serve as liaison between various public school educators, service agencies, community organization, parents, and students.
- Visit Outreach sites to initiate programs or observe instructor performance.
- Coordinate Lending Collection loans and returns.
- Order supplies and maintain the supply room.
- Assist with the development of short and long-range program goals.
- Evaluate and assess Outreach Programs, write and present reports.
- Prepare budgets, grant applications, and grant reports.
- Maintain scholarship in art education best practices.
- Other duties as requested.

**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:**

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. Due to the nature of the responsibilities, evening and weekend work is sometimes required, and at times may be on an emergency basis.

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.