

# Honolulu Museum of Art

## JOB DESCRIPTION

<b>Job Title:</b>	Collections Technician
<b>Department:</b>	Collections
<b>Supervisor:</b>	Director of Collections
<b>Employment Status:</b>	Full-Time
<b>FLSA Status:</b>	Non-Exempt
<b>Work Hours:</b>	Monday to Friday: 7:00 am to 4:00 pm
<b>Issue/Reissue Date</b>	August 7, 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 Director of Collections and in coordination with the Registrar and Collection Managers, ensures the proper care, handling, and environment of permanent collections, loans and exhibitions. The nature of this skilled work requires manual dexterity, intense concentration, and aesthetic sensibility in addition to excellent organizational skills and meticulous work habits.

### **Minimum Qualifications:**

- One year of related experience working with art objects; or an equivalent combination of education, training and experience.
- Possesses the basic knowledge of the equipment, materials, and techniques used in the preservation of art objects; knowledge and techniques used in the conservation of art; ability to handle valuable objects, delicate instruments, and hazardous materials with extreme care; use hand tools and art materials with good manual dexterity.;
- Ability to work effectively with departmental staff; have excellent judgment skills and is able to listen to and follow specific instructions.
- Possesses a valid driver's license and clean driving record; ability to pass a Security Threat Assessment issued by the Department of Homeland Security.

### **Desired Qualifications:**

- Computer literacy and familiarity with Microsoft Word and Excel software.
- Ability to learn collection management software.
- Understanding of Honolulu Museum of Art's established identity and dedication to maintaining it.

**Essential Duties:**

- Performs regular cleaning and maintenance of collection objects (mainly outdoor works of art).
- Performs regular duties as required per the museum housekeeping and integrated pest management guidelines and policies.
- Maintains gallery and storage equipment including dehumidifiers, environmental data loggers and hygrometers.
- Monitoring and reporting of condition changes to registrar and collections managers.
- Assists with the handling of works of art, including oversized and/or weighted objects, and with putting artworks away in storage in accordance with museum standards and best practices.
- Assist with art transport as needed.
- Other duties as assigned.

**Traits and characteristics:**

The successful candidate should demonstrate an ability to initiate and sustain momentum without close supervision. Ability to work well with others is essential. Exhibits a polished presence, diplomacy, and discretion.

**Working Conditions and Atmosphere:**

This position works with minimum supervision. Must be able to lift up to 40 pounds. 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.