



Job Title:	Director of Collections
Department:	Collections
Supervisor:	Chief Operating Officer
Employment Status:	Full-Time
FLSA Status:	Exempt
Work Hours:	Monday-Friday 8:00am – 5:00pm. Some evenings and weekends.
Issue/Reissue Date	02/16/2022

Job Summary:

As part of the senior management team and the lead administrator for the Collections Department, the Director of Collections is responsible for the day-to-day strategic management of the Collections Department as well as fostering a collaborative culture within the department and across the Museum. Reporting to the Chief Operating Officer and working closely with the Director of Curatorial Affairs, this role will establish the collections strategy in the context of Honolulu Museum of Art’s (“HoMA”) strategic and long-term plan for its collection of 55,000 artworks as well as the Museum’s Robert Allerton Art Library and the Museum’s Archives.

Charged with the care, preservation, and risk management of HoMA’s collections, and with ensuring that the collections are available for current and future visitors, the Director of Collections is responsible for all aspects of collections record-keeping for the permanent collections and loan material. This position also implements and enforces the Collection Department’s policies and practices, including ones pertaining to the acquisition, management, and disposition of art. This leadership role is responsible for balancing a complex and interconnecting set of priorities, ranging from digitization of the collection to keeping up to date with best practice innovation in the physical care and storage of artworks.

About HoMA, the Honolulu Museum of Art:

Opened in 1927, the Honolulu Museum of Art is a home for art and education created for the benefit of the entire community. Originally established as the Honolulu Academy of Arts, founder Anna Rice Cooke envisioned a museum that would bring people together through the power of art and “the deep intuitions that are common to all.” The museum was conceived of as a place of meaningful exchange and dialogue, celebrating the diverse artistic and cultural traditions of Hawai’i’s multi-ethnic population. From this founding intention grew the museum of today, with a world-class encyclopedic collection of more than 55,000 works of art, representing a stunning breadth of places and eras, from all corners of the globe and from the ancient past to the present day. Over the decades, the museum has become known for its strong tradition of art classes and community engagement, both inside the walls of the museum and beyond. In 2011 the Honolulu Academy of Arts merged with the dynamic and vibrant Contemporary Museum, reinvigorating the museum’s contemporary holdings and ushering in an opportunity for renewed commitment to the art of our time. The Honolulu Museum of Art was born.

With a dynamic global art collection and a dedication to innovative exhibitions and engagement with contemporary artists, HoMA strives to create a broad range of meaningful art experiences that are inclusive and accessible. Over the past century, the museum’s permanent collection has grown from 500 works to more than 55,000 pieces spanning 5,000 years. The Museum has one of the largest single collections of Asian and Pan-Pacific art in the United States, including an unrivaled collection by artists of Hawai’i. The collection also contains significant holdings in European and American paintings, sculptures, and decorative arts; 19th- and 20th-century art; an extensive collection of works on paper, textiles, decorative arts; and traditional works from Africa, Oceania, and the Americas. Other highlights include the Samuel H. Kress Collection of Italian Renaissance paintings and the James A. Michener Collection of Japanese ukiyo-e prints. Contemporary Art from around the world has an established and growing presence in the Museum’s permanent collection.

Education has been an integral part of HoMA since its founding, and the Learning & Engagement department supports the Museum vision by advancing knowledge and fostering a thirst for creative

thought, agency, and artistic excellence. Programs, which range from classes and lectures to tours and workshops, are designed to inspire and spark wonder in people of all ages and skill levels. Through Learning & Engagement initiatives, HoMA strives to instill a love and appreciation for art in children at an early age, promote a culture of lifelong learning, and foster artistic excellence and support a healthy arts ecosystem in Hawai'i.

As HoMA approaches its centennial in 2027, it is poised to embark on a new chapter guided by a renewed vision and Strategic Plan that focuses on HoMA's core purpose: to be a home for art and education that exists for the benefit of the entire community, presented in a setting that prioritizes beauty, harmony, and promotes learning, self-awareness and connection. With acknowledgment of HoMA's history and purpose at the forefront, the Strategic Plan charts a course for HoMA's next chapter in a rapidly changing world. It will transform HoMA into a relevant and sustainable 21st century museum where people of all ages and from all walks of life will be invited in and reinforce HoMA's ability to bring the art of the world to Hawai'i and the art of Hawai'i to the world.

Minimum Qualifications:

- Bachelor's Degree in Museum Administration, Art History, History, or related field with a minimum of seven years of experience in museum registration or equivalent experience.
- Five years collections management experience in a senior leadership role at an art museum.
- Display broad knowledge of best practice professional museum standards for collections management, practices, and procedures, encompassing the care and display of object and archival collections, as well as database management and registration methods.
- Experience organizing and supervising domestic and international art shipments.
- Proficiency with collections management systems, preferably TMS with knowledge of current best practices and trends in collections management technology. Skilled leader, communicator, project manager and organized collaborator with the ability to work across a diverse team to tackle both routine and emergent collections matters.
- Must have a valid Driver's License
- Highly organized and team-oriented with positive outlook.
- Proven supervisory and project management experience.
- Ability to manage multiple complex projects with strict deadlines.
- Ability to organize, motivate, and manage registrars, installations team, librarian, archivists, collections photographer, conservation technician, volunteers, and interns.
- Ability to work well with staff, board members, donors, volunteers, contractors, conservators, and the public.
- Proficiency in Microsoft Office Suite.
- Ability to function independently and be flexible for interruptions and changing priorities.
- Knowledge of Museum Ethics, published by the American Association of Museums, and Professional Practices in Art Museums, published by the Association of Art Museum Directors.
- Must have the ability to communicate effectively with a diverse population of service users with demonstrated success in multiple locations and work environments.

Desired Qualifications:

- MA in Museum Administration or Art History.
- 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.

Core Competencies:

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

Essential Duties:

- Work with HoMA's Senior Management Team to define, outline, and implement Collections Department goals to align with its near and long-term plans.
- Ensures all aspects of the physical and records management of the museum's collections are properly handled according to museum best practices and professional standards, which includes accurate and up-to-date record keeping, proper standards of storage, security, risk management, and preventative conservation action.
- Oversees the care, management, shipping logistics, receipt, accessioning, cataloguing, labeling, and documentation of objects acquired for HoMA's collections while adhering to current industry standards and best practices.
- Ensures the safe handling and security of the collection by overseeing and managing the movement, storage, and disposition of art objects. Conducts regular inventories of the collection according to the Collection Management Policy.
- Leads a team which manages all details regarding incoming and outgoing loans and temporary exhibitions, including contractual arrangements, loan agreements, adherence to exhibition contracts, condition reports, photo and archival documentation, and related cataloguing information. Schedules and oversees all shipping arrangements, including the coordination of packing, unpacking, and crating of objects. Designates and coordinates couriers from HoMA, lending, and borrowing institutions. Determines courier assignments and trains couriers as required.
- Works to ensure HoMA has clear title to works in its collection, maintains customs and international import documentation, processes abandoned loans according to policies and laws, facilitates repatriation claims, and ensures compliance with NAGPRA as well as other with State, Federal, and international laws and treaties.
- Manages fine arts insurance liability, negotiates insurance renewals, and maintains insurance coverage. Supervises and administers the coordination of insurance on incoming and outgoing loans, including collaborating with Curator(s) and Grants Manager to execute applications for federal indemnification for international exhibitions. Processes liability and damage claims. Maintains up-to-date valuation of objects in the collection and works with outside evaluators, specialists, and conservators. Maintains regular cooperative contact with shipping, insurance, and customs brokers.
- Leads a team which oversees and manages TMS, the computerized collections management system for the Museum. Serves as systems administrator. Ensures the accuracy and completeness of collections records by reviewing, updating, implementing, and enforcing adherence to data standards. Oversees systems upgrades and maintains user licenses.
- Manages collections, archives, collections photography, installations, conservation technician, and library staff. Supervises, evaluates, hires, and trains staff and volunteers as required. Plans, organizes, directs, schedules, and executes the work of the Collections Department.
- Develops, monitors, projects, and oversees the Collections Department budget.
- Coordinates identification photography for all newly accessioned objects and incoming loans; ensures that all new photography is uploaded to TMS and is stored on the server. Works with Curators to prioritize and coordinate professional photography of the collection and installations for archival purposes. Researches, develops budget, and makes recommendations regarding

Digital Assets Management system. Oversees rights and reproduction permissions for the collection.

- Working with Curators, oversees deaccessioning of selected works from the collection according to the Collections Management Policy as required. Documents all aspects of the deaccessioning process, including but not limited to justifications, Board of Trustee approval, and sale or transfer of works of art. Coordinates disposition of deaccessioned works of art. Coordinates sale and disposition of deaccessioned works of art as required.
- Advises HoMA on legal and tax matters relating to bequests and gifts of art, accessions, estate planning, and co-ownership agreements of works in the collection in consideration of ethical and risk-management issues.
- Advises HoMA on collections-related facility issues. Works with Facilities Department to ensure that environmental standards are maintained. Provides for proper storage of artworks in the Museum's care according to professional museum standards. Makes recommendations for storage planning, taking into consideration promised gifts and an anticipated collection growth.
- Leads the development of policies and procedures related to collections management and care. Develops, maintains, and implements the Collections Management Policy and procedures and ensures that the Policy reflects up-to-date professional museum practices and standards. Produces and revises collections management procedures. Works with Facilities Department to develop, maintain, and implement Integrated Pest Management Policy and Disaster Preparedness Plan.
- Works collaboratively with Director of Curatorial Affairs to schedule and organize installations of major exhibitions and permanent collection installations, rotations, and site-specific artist installations. Oversees regular updates of rotation schedule for light sensitive objects (textiles, works on paper, scrolls, prints, and photographs) as well as long-term exhibition schedules.
- Participates in the planning and organization of installation schedules for temporary and permanent installations and art movement in consultation with Curators and Lead Preparator.
- Leads routine inventory, updates Collections Management Plan every three years, and oversees object, case, and gallery cleaning schedules, including of large-scale outdoor sculpture.
- Demonstrates a commitment to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion through respectful communication and cooperation with others through continuous training and while modeling inclusive behaviors.
- In partnership with HR, supports the leadership team in ensuring equitable experiences, strengthening inclusion acumen, and promoting a culture of inclusivity and belonging that embraces the contributions of all staff.
- Represents the Museum positively and professionally to outside vendors and contractors and occasionally tours VIPs or new trustees through storage and collection areas as needed.
- Helps build and expand installation team's technical and professional skills.
- Assists Director of Curatorial Affairs and Director & CEO with Collection Committee record and meeting preparation; serves as primary liaison for the Collections Committee.
- Performs other work as requested.

Traits and characteristics:

- Strong yet collegial management: broad experience with a full range of strategic development and planning as well as the ability to take charge of a wide range of situations and address or overcome misunderstandings or concerns.
- Ability to analyze the impact of a strategic direction, understand its long-term impact, and advocate for either keeping course or modifying direction.
- Must be diplomatic, analytical, of the highest integrity, and possess sound judgment.
- The successful candidate should demonstrate an ability to initiate and sustain momentum without close supervision.
- Needs to be a proactive problem solver.

Working Conditions and Atmosphere:

Members of the Senior Leadership Team at the Honolulu Museum of Art are expected to devote significant amounts of time and energy to the successful pursuit of their jobs. The Director of Collections

must be prepared to work evenings and weekend hours on an occasional basis, in addition to fulfilling the performance obligations of a routine workday.

The Director of Collections works with minimum supervision. Work will often be performed with short deadlines and situations sensitive to the Museum.

Diversity, Equity, Accessibility, and Inclusivity:

HoMA welcomes people from all backgrounds and walks of life, and this is reflected in our diverse community of employees. We encourage applications from candidates across a wide variety of backgrounds, including, but not limited to, people of all races and ethnicities, people with disabilities, women, veterans, and all members of the LGBTQ community.

Equal Employment Opportunity:

HoMA is proud to be an equal opportunity employer and is committed to providing equal opportunity for all employees and applicants. HoMA recruits, hires, trains, promotes, compensates, and administers all personnel actions and benefit programs without regard to race, color, ancestry, religion, sex, including pregnancy and gender identity and expression, national origin, age, disability, sexual orientation, reproductive health decisions, marital status, arrest and court record, citizenship, credit history, military and veteran service, victim of domestic violence or sexual abuse victim status, genetic information, or any other characteristic protected by applicable federal, state or local law.

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.

HoMA maintains a policy of nondiscrimination in all employment practices and decisions, ensuring equal employment opportunities for all qualified individuals. This applies to both HoMA employees and applicants for employment with the Museum. Any form of harassment of any employee because of any protected status is also prohibited.