



Job Title:	Collections Technician
Department:	Collections
Supervisor:	Registrar
Employment Status:	Full-Time
FLSA Status:	Non-Exempt
Work Hours:	Monday-Friday 8:00am – 5:00pm. Some evenings and weekends.
Issue/Reissue Date	4/7/2022

Job Summary:

Under the general direction of the Registrar and Director of Collections and the immediate guidance of the Collections Manager, the Collections Technician ensures proper care and maintenance of the permanent collections, loans, and exhibitions. The Technician is an arts professional with hands-on experience working with unique artworks who can plan and carry out a complex schedule that includes artwork condition assessments, maintenance activities, and repairs. They make thoughtful decisions about artwork treatments based on best practices and carefully document artwork condition and any treatment activities.

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:

- One year of related experience working with art objects or an equivalent combination of education, training, and experience.
- Possesses basic knowledge of: the equipment, materials, and techniques used in the preservation of art objects; knowledge and techniques used in the conservation of art; the handling of valuable objects, delicate instruments, and hazardous materials with extreme care; use of hand tools and art materials with confident manual dexterity.
- Familiarity with OSHA guidelines for safety and material handling and fluency with MSDSs.
- Capability to identify issues and areas for improvements and research plausible solutions.
- Proficiency in Microsoft Office Applications.
- Ability to be flexible and responsive to an evolving work environment.
- Must have the ability to communicate effectively with a diverse population of service users with demonstrated success.
- Ability to work effectively with departmental staff, have excellent judgment skills, and 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:

- At least one year experience in a museum setting.
- Excellent interpersonal, analytical, and oral and written communication skills.
- Experience working with digital collections.
- Experience establishing an archive and/or records management program within a museum environment or nonprofit organization.
- Knowledge of Integrated Pest Management methods, Gallery Maintenance, and Environmental Monitoring.
- Knowledge of retention policies and scheduling for cultural or non-profit institutions.
- Understanding of Honolulu Museum of Art's established identity and dedication to advancing it.
- Intelligent self-starter who is committed to the museum's mission.
- The traits of honesty, integrity, enthusiasm, and perspective; a 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:

- Performs regular cleaning and maintenance of collection objects and exhibition furniture, notably outdoor sculpture and works stored or exhibited outside.
- Performs regular duties as required per the museum housekeeping and integrated pest management guidelines and policies, including monitoring and maintaining insect traps.

- Maintains gallery and storage equipment including dehumidifiers, environmental data loggers, and hygrothermographs.
- Monitors and reports condition changes to registrar and collections managers.
- Remains informed of safety rules, operating and maintenance instructions, and procedure manuals.
- Assists with the handling of works of art, including oversized and/or weighted objects, and with the return of artworks to proper storage in accordance with museum standards and best practices.
- Assists with art transport as needed.
- Other duties as assigned, including occasional exhibition installation or preparation work as needed.

Traits and Characteristics:

- Must be bright, diplomatic, analytical, of the highest integrity, and possess sound judgement.
- Needs to be a proactive problem solver and comfortable working on one's own or as a part of a team.

Working Conditions and Atmosphere:

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

The work requires some physical exertion such as extended periods of standing, recurring bending, stooping, stretching, reaching or similar activities, and use of physical strength in handling objects. Work will include lifting, carrying, pushing, pulling, kneeling, and climbing. The Collection Technician will regularly lift, shift, and shelve boxes weighing up to 50 pounds. Regular work out of doors with exposure to the elements is expected and an essential part of the Collections Technician's duties. 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.

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.