

# KONA HISTORICAL SOCIETY

## **About Kona Historical Society:**

The Kona Historical Society (KHS) is a community based, non-profit organization, Smithsonian Museum affiliate, with the only two permanent National Endowment for the Humanities exhibits in the State of Hawai'i. Kona Historical Society was founded in 1976 on Hawai'i Island for the purpose of collecting, preserving and disseminating the history of Kona and its cultural heritage within Hawai'i.

## **Collections Manager:**

The Collections Manager provides the primary care, maintenance, and research of the historic structures and museum collections. Working in consultation and collaboration with key staff, such as the Executive Director, Program Director, assistants, technicians and others, the Collections Manager conceptualizes plans and administers collection projects, serves on a team for planning and implementation of exhibitions and house furnishing; and provides training and supervision of staff and volunteers working with the collections. This Manager also plays an important role in the development, administration, and implementation of grants and donations related to the collections.

Reporting directly to the Executive Director, the Collections Manager should enjoy the care and management of museum collections, especially for a community-based non-profit museum and archive. Dedication to historical research, cultural context and communicating Kona's unique sense of place is a critical requirement of this position. The ability to execute planned programs and collaborate with staff, volunteers and community stakeholders are a must. The candidate should have the ability to prioritize and organize multiple activities accurately and with attention to detail, working effectively under pressure to meet deadlines.

## **General responsibilities are as follows:**

- Develops and puts into practice appropriate collections management policies.
  - o Updates collection management policies and forms.
  - o Maintains curatorial procedures handbook.
  - o Drafts and contributes to other policies relating to collections (i.e. safety and security policy, exhibitions policy, housekeeping policy, preservation plan, etc.) as part of the Collections Manual.
  - o Ensures that records on incoming and outgoing loans and potential donations are kept current.
  - o Ensures that routine security checks on historic buildings, and objects on exhibition and in storage take place. Identifies potential security problems or changes in condition and addresses issues as appropriate in consultation with Executive Director.
- Supervises and/or performs object registration, accessioning and cataloging.
  - o Takes in temporary donations of potential object donations with appropriate paperwork.
  - o Research objects for provenance and significance
  - o Proposes appropriate disposition of gifts, and if appropriate, recommends acceptance
  - o Accessions or supervises accessioning, registration, and cataloging of objects
  - o Maintains up-to-date inventory of all objects in collections.
  - o Collaborates with other archive staff, including part time archivists, cultural historians, curators and librarians, when available and as appropriate.
- Oversees and performs basic object care and conservation.

**President** | Lisa Greenwell Hummel  
**Vice President** | Dylan Nonaka  
**Treasurer** | Ethan Olins  
**Executive Director** | Michelle Romo

**Director** | Carol Greenwell  
**Director** | Sally Inkster  
**Director** | Shane Akoni Nelsen  
**Director** | William "Buddy" Norwood

**Director** | Hannah Springer  
**Director** | Mike Vitousek  
**Director** | Kahelelani Alohikea-Smith

- o Cleans and repairs objects as necessary and appropriate.
- o Coordinates volunteers assisting with the organization, cleaning, and repair of objects as necessary and appropriate.
- o Ensures institutional archives, collections research files, and exhibition files are maintained.
- o Performs and/or supervises cleaning of object storage and object exhibition areas, including exhibition furniture, cases, and signage.
- o Coordinates and trains volunteers and fellow staff to ensure that appropriate processes are followed in the maintenance and general cleaning of site/exhibitions.
- Works with the Programs team to develop programming and exhibits for the historic sites.
  - o Works with team to create, research, catalog, organize, design, and install permanent and/or changing exhibition components.
  - o As requested, in collaboration with key staff, writes and/or contributes to exhibition signage, guides, and other forms of interpretation.
  - o Works with staff to develop interpretive and housekeeping manuals where all day-to-day procedures for historic structures are followed and monitored.
  - o Works with Executive Director to ensure that historic structures are maintained and preserved to current professional standards.
  - o Works with Operations Director to recruit and supervise interns and/or volunteers to assist in completing object collection challenges.
- Assists with community, administrative and fundraising tasks.
  - o Works with Executive Director and Development team, which can include staff and members of the Board of Directors, to identify collections needs, potential donors/grantees, and assist in writing grant requests.
  - o As requested and approved, writes articles and/or contributes to pamphlets, brochures, magazines, newsletter, website, blogs, assists with press releases, and so on.
  - o Works with Executive Director and Community Engagement Manager to build relationships with community organizations, cultural resources, government resources and other opportunities to meet community relationship needs. o Represents the museum to the community and profession.
- Cheerfully performs other duties as assigned.

**Desired Skills and Abilities:**

- Completion of college level courses, certifications, or degrees in Museums Studies, history, American Studies, Hawaiian Studies, Pacific Island Studies, anthropology or another related field from an accredited college or university.
- Previous professional curatorial or collections management experience.
- Knowledge and continuing curiosity of current historic preservation, conservation and interpretation, and collections management principles and practices, including collections digitization.
- Excellent writing skills, with a high level of attention to detail, critical analysis, and cultural competency.
- Excellent public speaking and oral communication skills with a high level of comfort giving presentations to audiences of various sizes.
- Ability to manage multiple projects and demands while also prioritizing tasks and meeting deadlines.

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- Strong interpersonal skills, ability to develop relationships and communicate with staff at all levels of management or leadership.
- Innovative thinker and self-starter with excellent organizational and time management skills.
- Working knowledge of Microsoft Office programs, such as Outlook, Word, Excel and Powerpoint, and collections management software, especially Past Perfect and Catalogt.
- Dedication to historical research, cultural context, communicating Kona's unique sense of place and Kona's contributions to the broader context of history in Hawai'i.

Exempt, salaried, full-time hours, 40 hours a week. A performance review with the Executive Director will be conducted after 90 days, and then annually on the anniversary of the candidate's start date. Healthcare, vacation, and benefits package. Opportunities for advancement is available, and professional development will be offered dependent on available funding.

Salary: \$48,000 - 50,000/year

May 2022

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