



<b>Job Title:</b>	Head of Information Technology
<b>Department:</b>	Information Technology
<b>Supervisor:</b>	Chief Operating Officer
<b>Employment Status:</b>	Full-Time
<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	\$100,000 to \$115,000 per annum
<b>Work Hours:</b>	Monday-Friday 8:00am – 5:00pm. Some evenings and weekends.
<b>Issue/Reissue Date:</b>	06/27/2023

**Job Summary:**

The Head of Information Technology is a leadership role that provides strategic guidance and operational support for technology initiative across the museum. They will be responsible for cross-museum collaboration on new digital initiatives, innovative technological approaches, staying abreast of emerging industry standards, and IT best-practices. The Head of IT works with departmental stakeholders throughout the Museum to architect, deploy, and support systems that further HoMA’s mission. This role is responsible for overseeing all IT related systems which support the Honolulu Museum of Art (“HoMA”).

**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 information systems or computer science and 5 years of recent experience in a leadership role.
- Excellent written and verbal communication skills and the demonstrated ability to describe to a variety of stakeholders complex technology concepts and practices as they relate to institutional goals and initiatives.
- 5 years of experience managing a technology team and the ability to continually update skills and knowledge in the areas of information technology, system security, and cyber security for the entire IT team.
- Proven project management with strong time management and task prioritization skills.
- Proven experience managing a budget and creating multiyear budget projections in a cost-effective manner.
- Experience managing vendor relationships and procurement, including vendor negotiations, and contract evaluations.
- The ability to oversee and drive process improvement and strengthen internal controls in the areas of technology and data.
- Strong knowledge of the following:
  - Administration in a Windows Server environment.
  - Linux server operations and administration.
  - Virtual Server administration.
  - NAS and SAN infrastructures.
  - Cloud & Hybrid Cloud infrastructure management.
  - TCP/IP, DNS, 802.1x, DHCP, and other networking protocols.
  - LAN, WLAN, and VLAN infrastructures.
  - Active Directory & LDAP Directory Services.
  - Cisco network devices.
- Valid driver's license.
- Honesty, integrity, enthusiasm, perspective, and a strong work ethic supported by commitment and follow-through.
- Ability to see the big picture, distill ideas and translate to drive strategic objectives.
- Ability to work within and support a diverse community of visitors, artists, and employees.
- Ability to build, lead, and develop a driven, diverse team of employees.

#### **Desired Qualifications:**

- An advanced degree in Information Technology or Computer Science.
- Certification in Windows Server Management.
- Certification in SQL Server Management.
- CRM (Tessitura) and Collections management (TMS) software experience.
- Experience in a museum environment or nonprofit organization.
- Understanding of Honolulu Museum of Art's mission and dedication to advancing it.

#### **Essential Duties:**

- Oversees the direction of and planning for the Information Technology (IT) department in alignment with HoMA's organizational goals, mission, and operational and strategic plans.
- Oversees system infrastructure to ensure efficiency, functionality, and cohesiveness between systems.
- Supports technology initiatives, advises, and liaise with content teams.

- Leads and coordinates selection, installation, deinstallation, operation, inventory controls, support, and maintenance of the information technology infrastructure (i.e., operating systems, networks, telecommunications, hardware, and peripherals).
- Oversees best practices around information security to ensure the museum is properly protected.
- Defines and implements policies to create best practice standard operating procedures for the IT Department and museum staff in areas including, but not limited to technology devices and security.
- Develops, documents, and maintains a business continuity and disaster recovery plan to ensure core technology services, systems, and data are available in the event of an emergency or disaster.
- Develops and maintains the IT annual plan and department budgets to include staffing and operational expenses.
- Maintains contractor and vendor relationships to be cost-effective pricing structures for goods and services to meet the Museum's needs.
- Advocates for innovation, improvement strategies and cost saving.
- Oversees the day-to-day operation of the IT dept and staff, participates in team recruitment and training opportunities.
- Lead in the selection, implementation, and management of IT projects ensuring they are delivered on time and on budget.
- Maintains and identifies opportunities to increase technology user skills and knowledge through training and access to resource materials.
- Maintains evolving strategy to keep up with latest security and technology trends.
- Runs routine audits of department standards and policies. Maintains internal control documentation for external auditor review.
- Demonstrates a commitment to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion through respectful communication and cooperation with others at all times, continuous training and 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.
- Other duties as requested.

#### **Working Conditions and Atmosphere:**

The Head of IT 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 employee must be able to fulfil all Essential Duties with or without a reasonable accommodation. This job description is not designed to cover or contain a comprehensive list of all activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

#### **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.