

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Society of Asian Art of Hawaii (SAAH) Intern
Department:	Asian Art
Supervisor:	Curator, Asian Art
Employment Status:	Part-Time
FLSA Status:	Non-Exempt
Work Hours:	10 hours per week (hours/days TBD)
Date/Revised Date:	June 15, 2015

This is a two semester program, 10 hrs/week to begin in September. The salary for this position is \$10.00/hour. Please send a letter of interest, educational objectives, interests, achievements and professional goals, 3 letters of recommendation to hr@honolulumuseum.org.

Or by mail to:

Human Resources

Honolulu Museum of Art

900 S. Beretania St., Honolulu, HI 96814

Deadline for applications 8/1/15

Job Summary:

Assist Asian Art Curators and Department Manager with ongoing exhibition, collection and departmental projects. Research the permanent collection and create content for future Asian gallery rotations as requested.

Minimum Qualifications:

B.A. in Asian art history or related field, interest in curatorial or collection management career

Desired Qualifications:

- MA in Asian art history or currently pursuing graduate degree in Asian Art or related field
- Reading/writing fluency in an Asian language
- Strong research skills
- Experience with art management databases such as TMS
- Familiarity with Microsoft Word, Excel, and Adobe
- Experience with Photoshop, TMS or other collections management software
- A strong attention to detail
- Excellent interpersonal, verbal and written communication skills
- Editing and proofreading skills a plus.
- Understanding of Honolulu Museum of Art's established identity and dedication to maintaining it.

Essential Duties:

- Works on Asian art department projects as assigned by Curator of Asian Art, Assistant Curator of Japanese Art, or Department Manager.
- Assists Asian department staff with exhibition, collection or departmental activities.
- Additional duties as assigned.

Traits and characteristics:

- The successful candidate should demonstrate an ability to initiate and sustain momentum without close supervision. Exhibiting a polished presence, diplomacy, discretion and a deep respect and understanding of the museum and its brand.

Working Conditions and Atmosphere:

This position works with minimum supervision. Work will often be performed with short deadlines and situations sensitive to the Museum. Regular office hours are required.