

Revised: 10/24/2019

**Hawaiian Mission Houses Historic Site and Archives
Position Description**

Title: Curator of Archives/Librarian
Location: Hawaiian Mission Houses Historic Site and Archives, 553 South King St.,
Honolulu, HI
Salary: \$29,262 (\$20.10 per hr.)
Status: Part-time (28 hours) with benefits, exempt
Opening Date: October 25, 2019
Closing Date: Open until filled
Reports to: Director of Operations and Collections

Position Purpose:

Curator of Archives/Librarian

This position is responsible for the management and care of the HMMHSA's research library and archival collections. It includes management responsibility of the HMMHSA archival vault, collections within, the reading room, and oversees all library-related grants, staff, and volunteers.

Duties and Responsibilities include:

Library and archival collections responsibilities include:

- Coordinate and ensure that the Museum's collection policies and procedures are adhered to;
- Maintain collections according to appropriate professional standards to include collections processing, care, and monitoring collections storage areas;
- Oversees the preventative preservation care and conservation of library and archival collections, including initiating routine inventory and some vault housekeeping
- Properly registers archival collections, including maintenance of the permanent accession records
- Supervise the archives vault and the research reading room, including any assigned staff and volunteers;
- Facilitate all access to the archival collections;
- Provide efficient and thorough service for researchers requesting assistance
- Advise regarding archival document acquisitions (whether by donation or by purchase) and deaccessioning;
- Supervises the process of digitization and expanding online access for archival collections
- Present training and programs as necessary;
- Assist various departments as necessary;
- Other related duties as assigned.

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Grants and Grant Administration responsibilities include:

- Develops grants for projects related to the archival collections;
- Manages grants, grant budgets, and staffing for projects related to the archival collections;
- If full-time employment is desired, this is possible, but dependent on award of grants for archival collections projects;
- Possibility to move to full-time in the future, dependent on grant awards.

Permanent Exhibit responsibilities include:

- Participate in the planning and development of exhibitions with other staff;
- Locates, recommends, and prepares collections images for inclusion in the new permanent exhibit being developed at HMM;
- Participates in weekly exhibit planning meetings

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of library science and archival collection management principles, practices, and procedures;
- Knowledge of registration, data management and cataloguing principles using databases;
- Knowledge of digitization procedures and techniques, scanning, and making collections accessible online;
- Ability to develop and implement administrative procedures and to evaluate their efficiency and effectiveness;
- Ability to exercise tact, discretion and good judgment with patrons in person and on the telephone;
- Ability to present recommendations clearly and concisely, both orally and in writing;
- Ability to exercise good judgment and discretion in applying and interpreting organizational policies and procedures;
- Ability to provide thorough collection access and prompt research assistance for all requests;
- Ability to establish and maintain harmonious working relationships with other departments, library patrons and the general public;
- Knowledge of 19th century American and Hawaiian history;
- Knowledge of special collections research techniques and strategies;
- Ability to plan, organize, and direct historical and contemporary research;
- Ability to evaluate, analyze, and interpret secondary and primary source material and collection artifacts;
- Clear and concise oral and written communication skills;
- Familiarity with Past Perfect, MS Office Suite, Adobe Suite, and a variety of other scanning and web-related software.

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MINIMUM QUALIFICATIONS:

A Masters in Library Science degree, emphasis in archival collection management, plus five (5) years of experience in a field closely related to these duties; OR an equivalent combination of related education and experience.

DESIRED QUALIFICATIONS:

Proficiency in Hawaiian language; prior experience working closely with, reading and interpreting primary sources in Hawaiian language; knowledge of the 19th century history of Hawai'i, including the context of HMHSA and its collections.

IMPORTANT INFORMATION REGARDING THIS POSITION:

Must be able to stoop, bend, reach, crouch, climb ladders and lift up to 40 pounds to retrieve and store records.

TO APPLY:

Please submit a cover letter, CV and list of three professional references by email to Elizabeth Po'olua, Director of Operations and Collections at epooloa@missionhouses.org and CC Lisa Chow, Assistant Development Director at lchow@missionhouses.org