

# Honolulu Museum of Art

## JOB DESCRIPTION

<b>Job Title:</b>	Art Instructor
<b>Department:</b>	Learning and Engagement
<b>Supervisor:</b>	Outreach Program Manager
<b>Employment Status:</b>	Part-Time
<b>FLSA Status:</b>	Non-Exempt
<b>Work Hours:</b>	Seasonal, 4 – 18 hours/week
<b>Issue/Reissue Date</b>	03/08/2019

### Job Summary:

Under the general direction of Outreach and Public Programs Managers, Art Instructors lead art making activities to groups of all ages in classes, workshops, and special events for a wide range of Learning and Engagement programs that take place at any of the three Honolulu Museum of Art (HoMA) venues and across the island of Oahu.

### Minimum Qualifications:

- Bachelor's degree or higher in Studio Arts or Art Education and 1 year teaching experience in related field.
- Excellent verbal and interpersonal skills, including the ability to speak to large groups.
- Ability to work effectively with staff, volunteers, children, teachers, and members of the public.
- Highly organized, tactful, and flexible.
- Has access to independent transportation in order to travel around Oahu.
- 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 very strong work ethic, supported by commitment and follow-through.

### Desired Qualifications:

- Bachelor's degree or higher in Studio Art or Art Education and 3 years teaching experience in related field.

### Other Qualifications:

#### Core Competencies:

- Adaptability
- Business Acumen
- Change Management
- Effective Communicator
- Cost Consciousness
- Initiative and Judgment
- Planning and Organizing
- Professionalism
- Problem Solver
- Technology savvy

### Essential Duties:

- Work closely with HoMA Learning and Engagement staff to develop curriculum for the museum's art-making programs.
- Work with Outreach, Public Programs managers, and DOE teachers to plan and implement programs.
- Gather and prepare all supplies necessary for each program.
- Responsible for arriving on site with all necessary supplies in a timely manner.
- Communicate with program manager regarding any needs for individual programs.
- Work with school site teachers to plan and organize final exhibition of artwork; responsible for both installing and deinstalling exhibition at site.
- Attend all professional development workshops.
- Document progress of programming, photos, data, and evaluations.

**Traits and characteristics:**

Must be bright, diplomatic, analytical, of the highest integrity, and possess sound judgement and a sense of humor and humility.

**Working Conditions and Atmosphere:**

The Art Instructor 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.

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Department Approval

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Date

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Human Resources

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Date

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Employee Signature

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Date

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.

The Honolulu Museum of Art maintains a policy of nondiscrimination in all employment practices and decisions, ensuring equal employment opportunities for all qualified individuals without regard to race, color, ancestry, religion, sex, including gender identity and expression, national origin, age, disability, sexual orientation, marital status, arrest and court record, citizenship, credit history, military service, victim of domestic or sexual abuse status, genetic information, or any other characteristic protected by applicable federal, state or local law. This applies to both Honolulu Museum of Art employees and applicants for employment with the Museum. Any form of harassment of any employee because of any protected status is also prohibited.