

# Honolulu Museum of Art

## JOB DESCRIPTION

<b>Job Title:</b>	Research and Evaluation Specialist
<b>Department:</b>	Learning and Engagement
<b>Supervisor:</b>	Director of Learning and Engagement
<b>Employment Status:</b>	
<b>FLSA Status:</b>	<a href="#">Click to choose FLSA status.</a>
<b>Work Hours:</b>	
<b>Issue/Reissue Date</b>	02/28/2019

**This is a contract position which is temporary.**

**Job Summary:**

Under the general direction of the Director of Learning and Engagement, the Research and Evaluation Specialist will work closely with museum educators and curators to develop and manage all aspects of program evaluation and outcomes/measurement framework. These responsibilities will provide the museum a clear understanding of the impact of its outreach programs, Neighborhood Engagement Program, school tours, DOE professional development, and exhibitions. The Research and Evaluation Specialist will review existing literature, develop evaluation design, organize data collection and analysis, and maintain quality control of evaluation processes.

**Minimum Qualifications:**

- A Bachelor's Degree, plus two years related experience, or an equivalent combination of education and experience in Cognitive Science, Education, Sociology, or other related field
- Broad knowledge of process and outcome evaluation, performance measurement, logic models, qualitative and quantitative research methodologies
- At least two years' experience with statistical analysis software

**Desired Qualifications:**

- A Master's Degree or higher
- Strong written and oral communication skills
- Excellent interpersonal and organizational skills
- Experience in a museum environment or nonprofit organization with multiple sites, and varying degrees of needs
- Working knowledge of art and art history

**Essential Tasks:**

- Conduct reviews of literature
- Use research to design new evaluation plans/revise existing evaluation plans
- Assist in the conduct of research (data collection)
- Manage data (including data entry and data cleaning)
- Analyze data
- Evaluate implementation fidelity and student outcomes
- Work with external evaluators/coordinators and provide training on data collecting and reporting
- Assist in the development of briefing reports and papers
- Present data or reports at meetings and conferences