

Vice President of Research and Collections

The Vice President of Collections and Research is a key leadership position that will play a critical role in Bishop Museum's successful growth. He or she is responsible for the management and academic leadership of the Museum's Collections and Research programs, which includes Natural Sciences, Cultural Resources, Library and Archives, Hawaii Biological Survey, Pacific Biological Survey, Pacific Center for Molecular Biology, Pacific Science Association and related local, national and international initiatives. He or she will work closely with the President & CEO and senior leadership team to implement the Museum's new strategic plan with a focus on supporting and strengthening the Museum's knowledge core—comprised of collections, research, and living culture—with an emphasis on partnerships, funding opportunities, improving access to collections, growing research, and sharing the Museum's knowledge core through dynamic and innovative anchor programs and signature initiatives.

S/he must be an effective leader and team member who can work in a dynamic and collaborative environment. Additionally, he or she must know how to create and manage plans and budgets, be a data-driven, critical thinker, conversant with current technologies, comfortable in public presentations, and serve as a spokesperson to champion the Museum's mission and priorities.

Duties and Responsibilities

- Provides leadership and management for the Museum's knowledge core, including collections, research, and living culture staff.
- Responsible for the ensuring the highest possible standards of stewardship for the Museum's collections and living culture resources. Leads the development of innovative research programs, sets the direction for collections use and access policies, and oversees management and care of collections in alignment with the overall strategic direction of the Museum.
- Actively seeks and obtains financial support through grants, contracts, professional contracts and other resources to further Museum research objectives, support the collections, and/or to support major Museum programs. Works collaboratively with institutional advancement to support Museum fundraising efforts and cultivate donor prospects as needed.
- Develops and implements long-range plans, strategies, budgets, operational planning procedures and evaluative/measurement tools that will ensure that all of the Museum's research and collections activities conform to museum best practices, align with the Museum's strategic plan, and meet the needs of the
- Museum's various audiences. Regularly evaluates research and collections operations for effectiveness and adjusts as needed.
- Develops partnerships with external agencies, organizations, and community groups aligned with the museum's strategic goals to broaden the Museum's impact.
- Works collaboratively with Exhibits and Education to develop dynamic and innovative anchor programs and signature initiatives that bring the Museum's knowledge core to the public. Serves the Museum's public programs goals through significant contributions in leading lectures, workshops, field trips, docent training, educational program development, exhibit planning and through provision of technical information, content knowledge, and assistance to Museum and clients or partners.
- Represents the Museum and its public programs externally in venues ranging from conferences to special events and media appearances. Maintains leadership affiliations in scholarly and

professional organizations through active service (i.e., committees, councils, editorial review boards, funding review panels) and participation (i.e., attendance, panel discussions, etc.).

- Provides staff liaison support and management of the Museum's Board Research and Collections Committee and supports other Board Committees as requested. Participates on internal working committees as required.
- Encourages staff professionalism, promote teamwork, and uses the resources and creativity necessary to develop solutions to Museum issues and concerns. Interacts with staff and Museum clients with tact, courtesy and unqualified respect at all times. Stays motivated and projects a positive and professional attitude towards fellow workers and clients. Cooperates and supports teamwork; maintains and strengthens customer relations.
- Works in a safe manner so as not to endanger fellow staff members, volunteers and visitors. Complies with safety rules and regulations and establishes safe work practices. Reads all safety materials received. Promptly reports unsafe conditions and unsafe acts or accidents to appropriate individuals. Maintains assigned work area and equipment free to accident-producing conditions.
- Performs other duties as requested to accomplish the goals of the Museum.

Qualifications

Education and Experience

- PhD or equivalent experience in a field related to the Museum's knowledge core.
- Demonstrated knowledge of Hawaiian or Pacific culture(s), language, and history.
- Commitment to the goals of the Museum and demonstrated understanding of operations of a museum.
- Excellent administrative and management skills, preferably in a museum or related setting.
- Excellent oral and written communication, presentation, and project management skills.
- Demonstrated ability to obtain significant levels of grant funding and develop collaborations and community partnerships.
- Proven, successful track record of program development and implementation in museum or related public environment.
- Demonstrated ability to plan and manage a department and staff with limited budgets to achieve organizational goals.
- Solutions-oriented, diplomatic problem solver and true team player.
- Software used: MS Word / Excel / Access as well as familiarity with internet and e-mail programs.
- Familiarity with database programs a plus.

Direct Reports

Director of Natural Sciences; Director of Cultural Resources; Director of Library and Archives; Registrar; Conservator; Grants and Office Manager

Other Requirements

- Flexibility in working hours, as some evening and weekend work is required.
- Must have own car with proof of insurance and valid Hawai'i Drivers' License.

- Organized, analytical, and detail-oriented.
- Ability to manage multiple ongoing projects with little supervision.
- Ability to network with relevant community members, public officials and government agency staff.
- Ability to read, write and speak English clearly and proficiently.
- Effective verbal and written communication skills for a variety of audiences.
- Ability to work effectively in collaboration with others.
- Maintains a positive and respectful attitude.
- Professional, business-like appearance and demeanor.

Working Conditions

Office, laboratory, and field work environments may all apply. Some evening and weekend activities.

Hours: Full Time Salary, some evenings and weekends required

Salary: Commensurate with experience

Deadline to apply: Application will remain open until position is filled.

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