



## IOLANI PALACE

*Post Office Box 2259 Honolulu, HI 96804-2259 Telephone (808) 522-0822 FAX (808) 532-1051*

**Position Title:** Collections Manager  
**Reports to:** Curator  
**Position Type:** Full-Time (40 hours/week), Non-Exempt  
**Pay Range:** \$45,000 - \$60,000 per annum

### **Our Mission:**

To preserve, restore, interpret, share, and celebrate the unique cultural, historical, and spiritual qualities of 'Iolani Palace and its grounds for the benefit of native Hawaiians, the people of Hawai'i, and the world.

### **Summary of Position:**

Under the direction of the Curator, the Collections Manager is responsible for the inventory, maintenance, acquisition, accession, and deaccession of the Palace's collection. Additionally, this role contributes to coordinating and facilitating the production and installation of temporary and permanent exhibitions. Being passionate about the cultural and historical significance of the 'Iolani Palace is important to the success of this position. Collaborating with all team members of the Friends of 'Iolani Palace, the Collections Manager plays a vital role in carrying out our mission.

### **Job Responsibilities:**

- Perform all duties in adherence to American Alliance of Museums' professional standards and ethics.
- Develop a system and schedule for the ongoing inventory tracking of the collections in the collections management application.
- Conduct active search, tracking and documentation for collections items significant to the 'Iolani Palace
- Ensure proper and adequate preservation, conservation and restoration of collection items.
- Rights management with collections items used in exhibition.
- Manage protocols, training and manuals related to disaster preparedness for the collections.
- Collaborate with outsourced public relations as well as in house development team to promote and market the 'Iolani Palace
- Communicate internally to all team members any relevant development of collections.
- Recruit and manage volunteers for the curatorial department

**Qualifications and Requirements:**

- Bachelor's degree in museum studies, history, anthropology, archaeology, and/or equivalent experience
- Cultural competency, knowledge of Hawaiian history, culture, and pronunciation of Hawaiian language
- Strong project organizational and management skills
- Proficiency with museum software such as PastPerfect or similar applications
- Proficiency with general office and communication software
- Flexibility to work occasionally in the evenings and weekends

**General Physical Requirements:**

- Ability to climb stairs and ladders
- Ability to clean objects from 15 feet scaffolds
- Ability to handle objects up to 50 lbs
- Ability to bend, stoop, kneel, crawl, and crouch to reach objects
- Ability to perform a combination of sitting, walking, standing for an extended period of time

**Benefits:**

- Medical, Dental, Vision insurance
- 401(k) Matching
- Paid Vacation and Sick Leave
- Paid Holidays