

JAPANESE CULTURAL CENTER OF HAWAII
POSITION DESCRIPTION: ARCHIVE COORDINATOR

REPORTS TO: President & Executive Director

STATUS: Full-time, Non-exempt

SALARY: Commensurate with experience

POSITION SUMMARY: The Japanese Cultural Center of Hawai'i seeks a knowledgeable, motivated, and collaborative individual for the position of Archive Coordinator. This person will coordinate all aspects of a collection of physical artifacts, monographs, newspapers, maps, serials, music and audiovisual material, including collection development, cataloging, access, reference, and preservation. These collections specialize in the Japanese American experience in Hawai'i and are housed in JCCH Gallery and the JCCH Tokioka Heritage Resource Center. This position reports to the President & Executive Director.

PRIMARY DUTIES:

Resource Center Operations (80%):

- Staffs the Resource Center during hours of public operation
- Develops and implements strategies for the digital preservation and online access of the collection
- Trains, schedules, and manages volunteers
- Manages and preserves books, photos, videos, recordings, soft and hard copy documents, and any other materials accepted and held in the Resource Center
- Manages services, including but not limited to translation services, photograph licensing, and research
- Updates and maintains a catalog of the Resource Center collection
- Accessions, arranges, and describes archival collections
- Collaborates with volunteers on the JCCH Oral History program
- Provides reference assistance via telephone, email, and in-person
- Implements and improves all policies and procedures of the Resource Center and the Japanese Cultural Center of Hawai'i

Collection Management (20%):

- Coordinates acquisitions, cataloging, data management, digitization, storage, inventory, maintenance, and preservation of collections with volunteers
- Processes collections transactions such as donations and loans
- Provides information services to the public and staff, including access to collections, correspondence, identification services, and general queries
- Assists educators and researchers in the use of Collections resources
- Ensures exhibits are safe for the public and presentable

OTHER DUTIES:

- Provides staff support of Center-wide programs such as the New Year's 'Ohana Festival and other large special events
- Performs other duties as assigned by the President & Executive Director

EXPERIENCE REQUIRED:

- College degree required plus experience working in a professional library setting or similar non-for-profit environment
- Interest in the Hawai'i Japanese American experience and/or Asian studies
- Be able to attend occasional meetings and functions outside of regular working days and hours
- Proficiency in the use of computers, Microsoft Office 365, and CRM.
- Familiarity with integrated library software systems
- Excellent oral/written communication skills
- Excellent time management and organizational skills
- Commitment to a high-level of service to staff, volunteers, and the community

PREFERRED QUALIFICATIONS

- Master's degree in Library Sciences or in a related field
- 3 to 5 years of work experience in libraries and/or archives
- Knowledge of the Japanese American experience in Hawai'i and passion for preserving and/or teaching the history of Japanese Americans in Hawai'i
- Grant writing and management experience

ADDITIONAL REQUIREMENTS

- Valid Hawaii Drivers' License
- Auto Insurance
- Access to a registered and insured automobile
- Criminal background clearance

PHYSICAL REQUIREMENTS: The physical demands described below represent those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually needed to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include close vision, distance vision, and ability to adjust or focus.

APPLY: Send cover letter and CV to gyotoku@jcch.com RE: JCCH Archive Coordinator

JCCH is an Equal Opportunity Employer. JCCH does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law.

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