

**Japanese Cultural Center of Hawai'i**  
**JOB DESCRIPTION**

**Position Title:** Collection Librarian  
**Reports To:** Director of Education

The Japanese Cultural Center of Hawai'i seeks a knowledgeable, motivated, and collaborative individual for the position of Collection Librarian to perform original and complex cataloging for multiple formats, including monographs, newspapers, maps, serials, music and audiovisual material, of specialized materials on the Japanese American experience in Hawai'i housed in the JCCH Tokioka Heritage Resource Center. This position reports to the Director of Education.

**Primary Duties and Responsibilities:**

Resource Center Operations:

- Staffs Resource Center during hours of public operation
- Provides reference assistance, responds to telephone, email and visitor inquiries
- Assists with training, scheduling, and managing volunteers
- Manages fee for services, including translation and research
- Implements all policies and procedures of the Resource Center and the Japanese Cultural Center of Hawai'i

Collection management:

- Manages and preserves books, photos, videos, recordings, soft and hard copy documents and any other materials accepted and held in the Resource Center
- Updates and maintains catalog of the Resource Center collection; Prepare call number labels and end-process materials, apply security strips & property stamp newly received materials
- Develops and implements strategies for the long-term preservation of the collection in digital format
- Develops and implements strategies for community accessibility of the Resource Center collection via the internet
- Assists with gift acceptance and any documents related to the collection and the Resource Center

**Other Duties:** Provides staff support of Center-wide programs such as the New Year's 'Ohana Festival, annual dinner and other special events. Performs other duties as assigned by the Director of Education and approved by the President & Executive Director.

**Work Hours:** 28 hours per week. Work schedule is Tuesday – Friday from 9 a.m. – 4 p.m. and Saturday, 9:00 a.m. – 2:00 p.m.

**Mental and Physical Demands:** Able to multi-task and keep track of multiple projects while meeting deadlines. Must have the ability to implement systems and follow-up processes, be able to effectively work under pressure, and use independent judgment. Able to lift objects up to 25 pounds.

**Education/Experience:** Graduate degree in Library Sciences.

Minimum of 1-2 years of professional experience in a library setting or similar non-profit environment working with collections, cataloging and archiving. Knowledge of relevant cataloging, metadata, and encoding standards, Destiny Library Management System preferred.

Experience or general knowledge of Japanese and/or Asian American history. Ability to speak Japanese language is desirable but not required.

Strong computer skills in both Mac and Windows operating systems required.

Must possess excellent verbal, written, and oral communication skills.

Ability to work independently as well as cooperatively and flexibly with a wide variety of staff, volunteers and visitors, in a rapidly changing environment, and demonstrated commitment to working in teams. Commitment to a high level of service to staff, volunteers and the community.