

Japanese Cultural Center of Hawai'i JOB DESCRIPTION

Position Title: Director of Education
Reports To: President & Executive Director

The Director of Education will oversee two major programs of the JCCH: Tokioka Heritage Resource Center and JCCH educational programming to inspire and engage children, local residents and visitors.

The Tokioka Heritage Resource Center provides public access to a repository of resources that help fulfill JCCH's mission to educate present and future generations in the Japanese American experience in Hawai'i. The collection of resources includes 5,500 books in English and Japanese. Primary source materials include archival collections, oral history transcripts, and a historical photo collection. Other materials include print and digital versions - plus a searchable index - of the Hawai'i Herald newspaper; vertical file materials of news clippings and pamphlets; and audiovisual materials, including a large collection of old phonograph records of Japanese music popular in Hawai'i during World War II. The online library catalog includes catalog records for books, archival materials, oral history interviews, and vertical file materials. In addition to the collections, services provided include non-commercial translation services, genealogical research assistance, and a Japanese name consultation service.

In recent years, the Resource Center has served as an incubator for projects and initiatives such as the preservation of the Honouliuli Internment Camp which led to JCCH's effort to establish the Honouliuli National Monument, a film documentary "*The Untold Story*"; publications such as an English translation of *Haisho Tanten* by Seikei Furuya; and the development and distribution of high school curricula related to internment in Hawai'i.

Job Summary: The Director of Education is primarily responsible for the general management of the JCCH Tokioka Heritage Resource Center and provides the vision to develop and lead innovative Resource Center programs and projects. The Director of Education will oversee the Educational and Cultural Specialist to enhance the educational programs for visitors to *Okage Sama De*, Honouliuli National Monument and special projects that advance the preservation, access and/or integration of the Resource Center special collections with JCCH's historical gallery and educational programs.

Primary Duties and Responsibilities:

Resource Center, Administrative operations: Provide an effective, responsive and welcoming environment to visitors and volunteers of the Tokioka Heritage Resource Center

- Opens and closes the Resource Center Monday – Friday and supports staffing during hours of operation
- Supervises Resource Center staff
- Supervises and coordinates volunteers including scheduling, training, and assignments
- Provides reference assistance, responds to telephone, email and visitor inquiries
- Manages fee for services, including translation and research
- Manages and oversees the Resource Center budget

1. Collection management: Oversees cataloging, classification and circulation system to maintain service delivery
 - Manages and preserves books, photos, videos, recordings and documents accepted and held in the Resource Center
 - Ensures the Resource Center collection catalog is updated and maintained
 - Develops strategies for the long-term preservation of digital collections
 - Updates and maintains gift acceptance forms and documents related to Collections

Educational Programs and Special Projects: Develops initiatives or projects that preserve or promote the public's access to JCCH's special collections

2. Educational Outreach

- Supervises and assists the educational & cultural specialist in outreach to the schools integrating the JCCH historical exhibit with the state standards
- Assists with curriculum development on the Japanese American experience in Hawai'i
- Assists, supervises, trains and/or supports volunteer interpretative guides
- Responsible for updating brochures and websites to promote the Resource Center and the hawaiiinternment.org website

3. New projects and initiatives: Develops new programs, projects or initiatives that maximize resources available in the special collections

- Oversees the development of an online directory of Japanese American interned during World War II
- Manages publications resulting from the oral histories or translated memoirs of the Resource Center

Other Duties: Serves as active member of the leadership team, works collaboratively with the Program Director and Communications/Membership Director, expected to interact with external partners, business and community groups on behalf of JCCH. Participates in Center-wide programs such as the New Year's 'Ohana Festival, annual gala dinner and other special events as assigned by the President & Executive Director.

Work Hours: 40 hours per week. Work schedule is Monday- Friday, 8:00 a.m. to 5:00 p.m.

Requirements:

Education and Experience: College degree required plus three years' experience working in museum, library, foundation or agency collecting and organizing paper documents, photographs, recordings, electronic data, film, video. Preference given to candidates with a graduate degree in Museum Studies or Library Sciences. Strong computer skills in both Mac and Windows operating systems required.

Knowledge and Skills:

- Knowledge on the history of Japanese Americans
- Library and learning centers or resource center organizations, technology and trends
- Advisory and reference resources related to Japanese Americans
- Managerial principles and practices
- Program development, practices and principles (planning, coordinating, implementing program components and activities)
- Managing, administering program or project budgets
- General knowledge or research methods
- Evidence of volunteer management and supervisory skills
- Customer service and strong public service commitment
- Excellent written and oral communication skills
- Recognizing problems, identifying alternative solutions, making appropriate recommendations
- Proven experience in grant writing, grant management and/or fundraising

Mental and Physical Demands: Able to multi-task and keep track of multiple projects while meeting deadlines. Position typically requires reaching, standing, walking, grasping, talking, hearing, seeing and repetitive motions. Exerting up to 25 pounds occasionally to lift, carry, push, pull, or otherwise move objects.

Salary: Negotiable

Effective Date: September 2, 2017

Authorized By: _____

Date: _____

Carole Hayashino
President/Executive Director

Received by: _____ **Date:** _____

DISCLAIMER: *This job description may not comprise all duties that may be required. Management has the right to change or delete information from job descriptions. The organization has the responsibility to provide reasonable accommodations to qualified individuals with disabilities to enable them to perform the essential functions of the position.*

(Revised 3/2012)