

MĀNOA HERITAGE CENTER

Curator of Collections and Interpretation

Mānoa Heritage Center (MHC) is dedicated to promoting the thoughtful stewardship of Hawaii's cultural and natural heritage. MHC comprises Kūka'ō'ō Heiau, gardens of native plants, Hogan House (built in 1962) and Kūali'i (built in 1911). The heiau and Kūali'i are listed on the National Register of Historic Places. Plans are underway to open Kūali'i and Hogan House to the public in the near future.

The Curator of Collections and Interpretation is a steward of MHC's collection and historic homes, ensuring their preservation, interpretation, and accessibility for current and future generations. The Curator is responsible for the care, management, and interpretation of the collections, including paintings, prints, rare books, furnishings, documents, and two historic homes. Blending research, preservation, exhibition planning, and educational outreach, the Curator of Collections and Interpretation ensures the preservation and presentation of the collection while making it accessible to the public.

The Curator of Collections and Interpretation will play a key role in opening the homes to the public, including developing a comprehensive Interpretive Plan that will serve as a guide for staff and volunteers. The staff position will also work with the Executive Director, Director of Education, and Board of Directors to secure a Conditional Use Permit to operate Kualii to the public.

The Curator of Collections and Interpretation will:

- Maintain professional standards in the development, management, care of, and access to MHC's collections
- Together with the Executive Director and Director of Education, develop an Interpretive Plan for Kualii and Hogan House in line with MHC's strategic plan.
- Develop and implement policies and procedures for collections care, including acquisition/deaccessioning, registration, cataloguing, storage and conservation.
- Oversee deaccessioning and accessioning including research, evaluation, and appraisal and maintaining detailed records of existing items, including cataloging and documentation.
- Oversee department staff including Collections Specialist
- Manage and ensure integrity of information in the Past Perfect database
- Oversee future access to the Sam Cooke Library
- Manage maintenance and care of objects in the collection
- Develop digitization and accessibility strategies
- Ensure proper storage and preservation of the collection, ensuring its

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long-term care and protection including implementing environmental controls and security systems.

- Conduct research to enhance understanding of the collection and develop compelling narratives for exhibitions and educational programs.
- Plan, design, and organize exhibitions that showcase the collection, often developing themes, selecting objects, and creating interpretive materials.
- Works with the Director of Education to develop and deliver educational programs, workshops, and guided tours to engage the public and enhance their understanding of the collection and its historical context.
- Develop and manage budgets related to collections and exhibitions.

Requirements:

- At least five years of experience in collections management at a museum, historic property, or archive
- An advanced degree in archival and/or museum collections management
- A deep understanding of 19th and 20th-century Hawaii
- An expert storyteller who recognizes the role MHC plays in preserving and sharing complex stories of a community
- Proficiency in working with Microsoft Office suite, Apple OSX, Past Perfect, and social media platforms
- Experience in grant writing and reporting, managing budgets
- Team player capable of working within a small organization

For more information, please contact MHC's Executive Director Jessica Welch at jessica@manoaheritagecenter.org.

