

Hawai'i State Foundation on Culture and the Arts  
Solicitation for Public Programs Coordinator for Hawai'i State Art Museum

Submission Deadline: January 31, 2022



250 s Hotel St, 2<sup>nd</sup> floor, Honolulu, HI 96813

Website – <http://www.hawaii.gov/sfca>

## BACKGROUND

The **Hawai'i State Foundation on Culture and the Arts (SFCA)** was established in 1965 as the official state arts agency of Hawai'i to promote, perpetuate, preserve and encourage culture and the arts as central to the quality of life of the people of Hawai'i. The purpose of the Art in Public Places Program is to acquire and display works of art and manage the Art in Public Places Collection to insure accountability, accessibility, preservation, and appropriate use in order to enhance the environmental quality of the public state buildings and spaces for the enjoyment and educational and cultural enrichment of the public.

For more information about the agency and the program, please see the following links:

<http://sfca.hawaii.gov/> [SFCA website]

<http://sfca.hawaii.gov/about-us/archive/publications/> [Annual reports, 2014 Audit Report, strategic plans, eNews, etc.]

The **Hawai'i State Art Museum (HiSAM)** is located on the 2<sup>nd</sup> floor of the No. 1 Capitol District Building, 250 South Hotel Street, in downtown Honolulu, Hawaii. **Admission is always free.** The museum is open Monday – Saturday, 10:00 am – 4:00 pm, and with extended hours on the first Friday of each month and up to three weekdays a month, from 6:00 – 9:00 p.m. View some of the best contemporary art from across the state of Hawai'i in our exhibits. HiSAM is a venue for the **Art in Public Places Program** of the Hawai'i State Foundation on Culture and the Arts. Most of the collection is on display in public buildings, including libraries, schools, and state offices. Artworks in the collection are primarily contemporary works by artists with a connection to Hawai'i.

Public Program coordinator to assist in developing and promoting exhibition related programs and other community events with digital engagement as well, through filming of exhibits and programs

The Hawaii State Museum is to provide broadly accessible educational programs, exhibitions, and activities that promote and encourage the excellence and diversity of the arts and culture of Hawaii. Public programs play an important role in fulfilling the museum's mission. These programs require planning, coordination, and hands-on management. To be successful and have an impact on the community, public programming requires personnel who is dedicated and focused solely on this area of the museum.

Public Programs Coordinator – temporary assistance to develop and promote exhibition-related programs and other community events to increase access to the arts. Responsibilities include coordinating exhibition openings evening events and weekend events. Approximately 3-5 events per month

**Hawaii State Museum**  
**Public Programs Coordinator**

Scope of Work

Time Commitment

- Approximately 30-40 hours per week
- 3-5 events per month
- Time Frame February 1, 2022-June 30, 2022

Requirements:

- Some graphic design experience
- Knowledge of Photoshop, Illustrator, adobe Acrobat, In-Design
- Must be proficient with Macs and PCs
- Must have experience in developing free public programming specifically for museums and cultural institutions in Hawaii.

Must submit:

- Resume
- Description of past coordination work in museums and cultural institutions in Hawaii

Scope of Work:

- Develop and coordinate content for public programs in connection with museum exhibitions at the Hawaii State Art Museum to increase community access to art education
- Coordinator must develop content directly related to the Hawaii State Art Museum and have experience developing programs and events for museums.
- Examples of public programs might include demonstrations, classes, tours, films, lectures, festivals, workshops and seminars
- Work with museum staff to communicate such events to the public through social media and enews
- Work with museum staff to develop promotional materials for such museum programs, events, displays and educational activities
- Coordinate design, printing and mailing of any promotional materials
- Identify sites where promotional materials can be distributed and work with volunteers to coordinate distribution
- Distribute information about public programs through media-print, radio, television, electronic, etc.
- Other duties as is necessary to carry out public programs and related projects at the Hawaii State Art Museum