

Job Title: Hana Cultural Center & Museum - Intern
Department: Hana Cultural Center & Museum
Reports To: Hana Cultural Center & Museum Supervisor, Harolen Kaiwi
FLSA Status: Nonexempt-intern
FTE: 0.50 - 0.75 (20 - 30 hours per week)
Prepared Date: October 2021

SUMMARY:

An intern shall be placed at the Hana Cultural Center & Museum to assist in their daily functions. The intern will be placed in a program that allows them to learn and gain experience while working at the museum. They will be working with artifacts and cultural relics that are deeply tied with the history of Hawaii and more specifically the history and culture of Maui's historical treasure that is known as Hana.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Study and review the history of each artifact in the museum
- Guide and educate visitors through the displays
- Perform duties as a cashier in the gift shop
- Organize, restock, and rearrange merchandise
- Keep an inventory of all sales
- Clean and dust displays
- Sanitize and wipe commonly touched areas in the work area
- Assist in inventory and storage of artifacts.
- Record/log visitor sign in sheets
- Answer phone calls and questions about the museum

NONESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- None

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Enrolled in an approved internship program
- Basic knowledge of Hawaiian culture and history of Hana.
- Willingness to learn and be available for ongoing training.
- Ability to communicate and direct clients through museum.
- Ability to record and maintain accurate reporting data.
- Ability to establish a relationship with visitors and guests
- Understanding of community history, traditions and beliefs.

- Understands and relates to diverse cultural backgrounds and various social and economic levels.
- Excellent interpersonal skills, which include, written, verbal and listening.
- Cooperative team player and a desire to help others.
- Knowledge and application of proper telephone etiquette.
- Organized, detail, and tasks oriented.
- Working knowledge of computer applications including desktop applications and data entry or willingness to be trained.
- Basic typing skills and the ability to use standard office machines.
- Basic money, math, and cashiering skills

EDUCATION and/or EXPERIENCE:

- Enrolled in the Dislocated Worker Program at the Maui American Job Center
- Preferred: some experience or education in Hawaiian history, archeology, anthropology.

LANGUAGE SKILLS:

- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of clients and co-workers.

REASONING ABILITY:

- Ability to apply sound judgment to carry out instructions.
- Ability to interact, relate and have compassion for persons with mental and/or physical disabilities.
- Ability and desire to help those less fortunate.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid driver's license and access to an insured vehicle.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Must be vaccinated against the COVID-19 Virus.
- Frequently required to sit; use hands to finger, handle, or feel; and talk or hear.
- Occasionally required to stand, walk, and reach with hands and arms.
- Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Occasionally exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and vibration.
- The noise level in the work environment is usually quiet to moderate.