

JAPANESE CULTURAL CENTER OF HAWAI'I
POSITION DESCRIPTION: ARCHIVE COORDINATOR

REPORTS TO: Archives Manager

STATUS: Part-time, Non-exempt

PAY: \$15.00 per hour

POSITION SUMMARY: The JCCH is seeking a detail-oriented, tech-savvy Archives Coordinator to support the digitization of archival collections. This role includes scanning, quality-checking, and uploading materials to our online systems, ensuring digital preservation and accessibility. The Archives Coordinator will also assist with general Resource Center operations, including managing archival materials, helping researchers, and collaborating with volunteers.

PRIMARY DUTIES:

Digitization and Digital Preservation (40%)

- Scan and digitize various archival materials, including photos, documents, and audio/visual recordings.
- Conduct quality control on digitized files to ensure they meet JCCH's archival standards.
- Upload, tag, and catalog digitized content in JCCH's online archive system for public accessibility.
- Work with the Resource Center team to develop and implement best practices for digital preservation.

Resource Center Operations (40%)

- Support the Resource Center during open hours, assisting visitors and researchers.
- Provides reference assistance via telephone, email, and in person.
- Help manage the physical and digital collections, including books, photographs, and documents.
- Aid in maintaining accurate, up-to-date catalog entries for all holdings.
- Collaborate with and provide guidance to volunteers assisting in scanning, cataloging, and digitizing materials.

OTHER DUTIES (20%):

- Assist in administrative work for translation services, and photograph licensing as needed.
- Support public events and educational programs that promote the JCCH collection and mission.
- Perform other duties related to the smooth operation of the Resource Center as assigned by the Resource Center Manager.

EXPERIENCE REQUIRED:

- Interest in the Hawai'i Japanese American experience and/or Asian studies
- Be able to attend occasional meetings and functions outside of regular working days and hours
- Proficiency in the use of computers, Microsoft Office 365, and CRM.
- Excellent time management and organizational skills
- Commitment to a high-level of service to staff, volunteers, and the community

PREFERRED QUALIFICATIONS

- Proficiency with scanning equipment, digital file management, and Microsoft Office Suite.
- Prior experience in archives, libraries, or cultural resource centers preferred.
- Excellent attention to detail and ability to work independently and collaboratively.

ADDITIONAL REQUIREMENTS

- Valid Hawaii Drivers' License
- Auto Insurance
- Access to a registered and insured automobile
- Criminal background clearance



JAPANESE CULTURAL CENTER OF HAWAII
Honoring our heritage. Embracing our diversity. Sharing our future.

PHYSICAL REQUIREMENTS: The physical demands described below represent those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually needed to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include close vision, distance vision, and ability to adjust or focus.

APPLY: Send cover letter and CV to devynn@jcchawaii.org RE: JCCH Archive Coordinator

JCCH is an Equal Opportunity Employer. JCCH does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law.

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