Hawai‘i Contemporary Fellowship Program

Hawai‘i Contemporary is fast-paced, creative organization committed to connecting Hawai‘i and the Pacific through contemporary art. Our small team works collaboratively with a multi-faceted Board of Directors, community stakeholders (like museums, art spaces, universities), and artists, as well as a cohort of consultants and seasonal staff and volunteers.

We currently seek two Hawai‘i-based fellows to collaborate with us on new projects, as we gain momentum toward the Hawai‘i Triennial 2022, opening in February 18.

EXHIBITION FELLOW
The Exhibition Fellow conducts research and helps procure material resources and services in support the exhibition design of a multi-media contemporary art exhibition. Reporting to the Exhibition Manager + Designer and Executive Director, this fellow will gain an understanding of exhibition installation and logistics.

Research & Learning Outcomes
- Identify and compile a database of third-party vendors and resources.
- Solicit and maintain cost estimates for materials and services.
- Consult with Hawai‘i Contemporary advisors to fulfill and implement art displays, procure necessary equipment, and execute art installations.
- Conduct exhibition site visits (in-person and virtually).
- Write reports and clearly communicate with organization partners, as needed.

Requirements (specifically for the Exhibition Fellow)
- Must be located on O‘ahu and have own transportation.
- Construction management experience a plus.

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DEVELOPMENT FELLOW
The Development Fellow will work closely with the executive director to learn about philanthropy and to contribute to a development strategy specific to the arts and culture community in Hawai‘i and the Pacific. The fellow will gain an understanding in art business and various philanthropic models, including board giving, grant-making foundations, corporate sponsors, and individual donors within the nonprofit arts sphere.

Research & Learning Outcomes
• Studying, analyzing, and creating philanthropic models.
• Cultivating engagement with communities in the Hawaiian Islands.
• Develop an ambassadors’ program (adult and youth components).
• Track and compile a database on local and international arts-related foundations and corporate entities.
• Learn grant writing and cultivate continuous engagement best practices.

QUALIFICATIONS FOR FELLOWS
• Current Hawai‘i resident
• BA required (art history, studio art, curatorial studies, art business, or related cultural field); MA students or graduates preferred
• Experience working in a contemporary arts organization (gallery, museum, artist studio, or related organization).
• Familiarity and competence with research methodologies
• Project management skills and the ability to meet deadlines
• Ability to work collaboratively with diverse professionals and stakeholders
• Ability to work independently with the initiative to ask for guidance, as needed.
• Positive, can-do attitude; pleasant demeanor

FELLOWSHIP TERMS
A stipend for daily communication and meals is provided to each fellow for the duration of the four-month fellowship. Fellows determine work times; hours are not to exceed 18 per week. Most communication and work will be performed remotely. Physical attendance to meetings and site visits on O‘ahu may be required, as needed.
TO APPLY
Please send a cover letter, résumé, and writing sample (academic work, published text, press release, etc.) to team@hawaiicontemporary.org with the subject line “Fellowship Application.”

ABOUT HAWAI’I CONTEMPORARY
Hawai‘i Contemporary (formerly the Honolulu Biennial Foundation) is a dynamic arts organization that champions contemporary art and ideas. Since its inception, the organization has presented capsule exhibitions, education programs, and two internationally recognized art biennials in partnership with renowned curators, exhibition spaces, cultural venues across Honolulu. In 2020, the organization adopted a triennial format and re-emerged as Hawai‘i Contemporary. With a renewed commitment to education, public programming, and community engagement, Hawai‘i Contemporary will present Art Summit 2021 and Hawai‘i Triennial 2022 (HT22), curated by Dr. Melissa Chiu (director of the Hirshhorn Museum & Sculpture Garden in Washington D.C) and associate curators Dr. Miwako Tezuka and Drew Kahu‘aina Broderick.

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