



HAWAII STATE JUDICIARY

NOTICE OF EXEMPT (NON-CIVIL SERVICE) EMPLOYMENT OPPORTUNITY

EXECUTIVE DIRECTOR OF THE KING KAMEHAMEHA V JUDICIARY HISTORY CENTER

SALARY: \$6,728 to \$9,209 per month, or \$80,736 to \$110,508 annually (SR-26, Step D to L)*

*The starting salary may be at a rate between the salary range listed above, based on qualifications.

LOCATION: This position is located in the King Kamehameha V Judiciary History Center (Center), Intergovernmental and Community Relations Department, Office of the Administrative Director of the Courts, Honolulu, Hawai'i.

ANTICIPATED START DATE: November 2026

POSITION SUMMARY:

The Executive Director provides overall administrative, strategic, and programmatic leadership for the Judiciary History Center (JHC), an educational institution within the Office of the Administrative Director of the Courts dedicated to the research, collection, preservation, interpretation, and presentation of information and objects relating to Hawai'i's judiciary and legal history.

The Executive Director is responsible for the effective operation, development, and long-term sustainability of the Center. The position provides leadership for the Center's educational, exhibition, research, collections, public programming, outreach, financial, personnel, and administrative activities and serves as the principal representative of the Center to governmental agencies, educational and cultural institutions, professional organizations, community groups, donors, and the public.

The Executive Director works under the general supervision of the Administrative Director of the Courts and, pursuant to Hawaii Revised Statutes (HRS) chapter 6F, the Executive Board. The Executive Director administers policies and programs approved by the Board, and provides staff leadership in carrying out policies, priorities, and strategic initiatives approved by the appropriate governing authorities. The Executive Director also works closely with the Center's nonprofit board, Friends of the Judiciary History Center of Hawai'i, which is dedicated to promoting the civic empowerment of Native Hawaiians and the general public and, as the Center's statutorily recognized support organization (HRS § 6F-1), funds its exhibitions, educational programs, and special projects.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Executive Leadership and Strategic Planning

- Subject to review and approval by the Executive Board, establishes priorities and policies for the Center's educational, exhibition, research, collections, public engagement, and administrative activities, and implements approved policies and initiatives.
- Organizes meetings with the Executive Board at least four times a year to report on and address matters under the purview of the Executive Board.
- Provides conceptual and organizational leadership for the Judiciary History Center and advances the Center's mission, services, and institutional priorities.

- Develops and implements short- and long-range strategic, operational, programmatic, and institutional plans and reports.
- Communicates the Center's mission, services, and institutional priorities to the public and professional communities, and develops and maintains relationships with other organizations and institutions.
- Oversees the day-to-day operation of the Center and ensures that its programs and activities are effectively coordinated and aligned with institutional priorities.
- Evaluates institutional performance and identifies opportunities to improve the Center's programs, services, collections, facilities, technology, and visitor experience.
- Serves as the principal staff liaison between the Center, the Administrative Director of the Courts, the Executive Board, and the Center's nonprofit board, Friends of the Judiciary History Center of Hawai'i.
- Serves as a public spokesperson and ambassador for the Center when appropriate.
- Represents the Center before the Hawai'i State Legislature and other governmental bodies.
- Represents the Judiciary History Center at academic and professional conferences, educational programs, and other events related to fields relevant to the Center's purposes.

B. Administration, Finance, and Business Operations

- Provides responsible and efficient management of the Center's financial, administrative, and programmatic operations. Adheres to and carries out policies and procedures governed by the Judiciary's fiscal department and subject to oversight of the Executive Board.
- Identifies operational needs and recommends improvements to administrative systems, technology, facilities, and other institutional resources to optimize efficiency and cost-savings.
- Develops and administers annual operating and project budgets in support of short- and long-range institutional plans.
- Monitors expenditures, revenues, purchasing, contracts, grants, and other financial matters in accordance with applicable administrative and governmental requirements.
- Prepares, administers, and monitors vendor and professional service contracts.
- Establishes and maintains appropriate records, forms, procedures, and practices relating to historic collections, personnel, purchasing, contracts, grants, programs, and general administration.
- Prepares the Center's annual report, to be reviewed and approved by the Executive Board and timely submitted to the Hawai'i State Legislature at least 20 days before the convening of each regular legislative session, and other required administrative and programmatic reports.
- Ensures organization compliance with applicable laws, regulations, policies, grant requirements, contracts, professional standards, and administrative guidelines.
- Prepares and advances the Center's funding requests to the Judiciary, including operating and capital improvement requests.

C. Personnel and Organizational Management

- Provides leadership and supervision for Center staff and, subject to the review and approval of the Executive Board, is responsible for recruiting employees.
- Provides training, assigning, motivating, supervising, evaluating, and developing of employees.

- Oversees the work of interns, volunteers, contractors, and other personnel supporting Center activities.
- Allocates staff and other resources effectively to meet institutional priorities and program needs. Establishes clear work responsibilities, performance expectations, and priorities.
- Encourages professional development and maintains a collaborative, productive, and professional working environment.

D. Fundraising, Grants, and Institutional Development

- Identifies and pursues public and private funding opportunities to support the Center's programs, exhibitions, collections, educational initiatives, facilities, and other special projects, including in collaboration with the Friends of the JHC.
- Prepares and oversees grant applications, requests for funding, budgets, reports, and compliance requirements.
- Works collaboratively with the Center's nonprofit board on fundraising, donor cultivation, sponsorships, and institutional development.
- Develops and maintains relationships with foundations, government agencies, donors, corporations, community organizations, and other funding partners.
- Supports the development of sustainable financial resources for the Center's long-term programs and institutional priorities.

E. Exhibitions, Education, and Public Programs

- Oversees educational programs and public programming that advance understanding of Hawai'i's judicial, legal, civic, and governmental history and processes, including the provision of interpretive and information services for use in the schools of the state.
- Provides leadership for the development, implementation, and evaluation of the Center's permanent and temporary exhibitions.
- Oversees the research, preparation, and publication of brochures, pamphlets, interpretive materials, reference resources, digital content, and other educational materials concerning Hawai'i's judicial history.
- Identifies opportunities to expand the Center's educational reach, public engagement, and community impact.
- Cultivates effective working relationships with judges, court administrators, and Judiciary staff, and supports the participation of judicial officers in the Center's programs, exhibitions, and events.
- Ensures that the Center's exhibitions, educational programs, and interpretive and research materials accurately reflect Hawai'i's judicial history, including the Kingdom-era legal record and the role of Native Hawaiians in the development of Hawai'i's legal and governmental institutions, consistent with the Center's statutory purpose of conducting research in and promoting awareness of Hawaiian judicial history.

F. Collections, Research, and Preservation

- Provides leadership for the acquisition, documentation, management, preservation, interpretation, and accessibility of the Judiciary History Center's historic collections.
- Oversees implementation of systems and policies to improve collections management, research, preservation, and public access.

- Works with potential donors and evaluates proposed collection acquisitions in accordance with institutional policies and professional standards.
- Assists with reference and research services and promotes appropriate access to the Center's historical resources.
- Oversees research projects and the publication or presentation of historical information about Hawai'i's judicial and legal history.
- Cooperates with and provides technical assistance to the Judiciary and to other public and private agencies engaged in historic preservation activities related to the Judiciary, consistent with HRS § 6F-5(3).

G. Facilities, Infrastructure, and Institutional Projects

- Provides administrative leadership for the care, maintenance, security, preservation, and appropriate use of Center facilities. Identifies needs and develops recommendations for improvements.
- Oversees or coordinates capital improvements, exhibition redesigns, technology upgrades, and other institutional projects that enhance daily operations or visitor experience.
- Coordinates with the Executive Board, Administrative Director of the Courts, state agencies, consultants, architects, contractors, vendors, and other project partners as necessary.
- Ensures that projects are consistent with the Center's mission, interpretive objectives, operational needs, budget, and applicable requirements.
- Supports appropriate emergency preparedness, collections security, disaster planning, and risk-management practices.

SUPERVISION RECEIVED:

This position operates under the general supervision of the Administrative Director of the Courts and the Executive Board, consistent with HRS chapter 6F, applicable State of Hawai'i and Judiciary policies and administrative requirements. The Executive Director exercises delegated authority over the Center's day-to-day administrative and programmatic operations.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree and an advanced degree in law, business, museum studies, history, historic preservation, education, or another discipline directly connected with the purposes of the Judiciary History Center.

Experience: Five (5) years of professional experience in museum or nonprofit administration, education, or a closely related field, or an equivalent combination of education and experience. Experience supervising professional staff, managing budgets and programs, developing partnerships, and obtaining or administering grants is highly desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong executive, organizational, administrative, and strategic planning skills.
- Knowledge of museum or nonprofit administration, collections management, historic preservation, exhibition development, education, and public programming.
- Ability to manage and administer time, personnel, financial resources, operational responsibilities, and competing priorities effectively and efficiently.

- Demonstrated ability to lead, train, motivate, supervise, and develop employees, interns, volunteers, and professional partners.
- Excellent written, verbal, interpersonal, and public-speaking skills.
- Ability to represent the Center professionally before governmental, academic, cultural, community, and professional organizations.
- Ability to communicate complex historical and legal information effectively to diverse audiences.
- Ability to exercise sound judgment, discretion, initiative, and accountability in carrying out institutional responsibilities.

DESIRABLE QUALIFICATIONS:

- Knowledge of Hawai'i's judicial, legal, governmental, and civic history, including Native Hawaiian history and the Kingdom period; ability to work effectively with Native Hawaiian communities, cultural practitioners, and partner organizations.
- Familiarity with 'Ōlelo Hawai'i, or the ability to support the Center's Hawaiian-language programming and materials, is desirable.

OTHER REQUIREMENTS OF THE JOB:

This position may be required to work outside of normal scheduled work hours, including weekends, nights, holidays, etc. and be scheduled to work variable hours. The position may be required to travel to the neighbor islands and to the continental United States.

CITIZENSHIP/RESIDENCY REQUIREMENTS:

Applicants must be citizens, lawful permanent residents (resident aliens) or nationals of the United States, or non-citizens with unrestricted employment authorization from the U.S. Citizenship and Immigration Services, U.S. Department of Homeland Security.

All applicants shall become residents of the State within thirty (30) days after beginning their employment and as a condition of eligibility for continued employment.

TYPE OF APPOINTMENT:

The selected candidate will serve in an exempt (non-civil service), at-will appointment which is excluded from the requirements of selection by merit competition and from civil service status. Exempt (non-civil service) appointments are considered at-will, which means that the hiring authority may terminate the employment relationship at any time.

BENEFITS:

Eligible employees observe up to 13 paid holidays per calendar year, and earn up to 21 paid vacation days and 21 paid sick leave days per calendar year. Enrollment in medical, prescription drug, dental or vision care plans is available to eligible employees as well as membership in the State of Hawai'i Employees' Retirement System.

HOW TO APPLY:

Applicants are required to submit a resume, cover letter, and three (3) references. Documents may be sent by email to Recruitment@courts.hawaii.gov.

Or by mail:

Hawai'i State Judiciary, Human Resources Department
426 Queen Street, 1st Floor
Honolulu, HI 96813
Attention: Staffing Services Division

First consideration may be given to applications received by October 16, 2026.

Recruitment will continue until the position is filled or a sufficient number of qualified applicants is received. Only candidates selected for an interview will be contacted.