



Portland Japanese Garden seeks Full-Time Administrative and Curatorial Assistant

Position Overview

The Administrative and Curatorial Assistant is responsible for providing administrative support to the Curator of Japanese Art and Craft and helping to ensure the efficient operation of art exhibition management. This position requires someone who is organized, comfortable with budgeting and numbers, and familiar with Japanese language and customs. The Administrative and Curatorial Assistant reports to the Curator of Japanese Art and Craft.

Primary Duties

- Provide administrative support to the Curator of Japanese Art and Craft
- Maintain Curator's calendar, contacts, and schedule, prepare materials for meetings, and screen incoming calls and emails
- Schedule Curator's national and international travel
- Manage Curator's/Department's filing system, organization, and office supplies
- Work with Curator to develop and manage annual budget
- Monitor Art Department invoices, payments, and credit card reports and other aspects of financial management
- Coordinate with Exhibition Coordinator and Curator through all stages of the exhibition process
- Assist with exhibition management and collections storage when needed
- Manage hospitality for guests of the Curator and Art Department
- Coordinate artist/visitor travel arrangements and hospitality: Driving, arranging transportation, lodging, and meal accommodation
- Manage all aspects of visitor itineraries, including planning and creation
- Work as a liaison between the Art Department and Japanese Garden staff, creating an atmosphere of trust, teamwork, and open communication
- Other duties as assigned

Other Responsibilities

- Familiarize oneself with the organization and the Employee Handbook
- Get to know fellow staff members, developing trust, establishing credibility, encouraging teamwork, and creating an atmosphere of open, honest, two-way communication
- Maintain a high level of professionalism in manner and appearance
- Adhere to Garden Dress Code

Qualifications

- Experience and comfort in budgeting and working with numbers
- Proficient in spoken and written Japanese language and customs in a business setting is preferred
- Education: Bachelor's degree or higher required
- Proficient in Microsoft Outlook, Word, Excel, and PowerPoint
- Organized, detail oriented, and able to multi-task
- Prior administration experience preferred

- Valid Oregon Driver's License and clean DMV record; capable of driving company car

Special Requirements

- Flexibility to occasionally modify work schedule, able to work some weekends and evenings
- Must be able to remain in a stationary position and/or move about the Garden for several hours
- Must be able to lift 40 lbs.

Compensation

- Wage: \$18.00 - \$20.00 per hour
- This is a full-time, hourly position with 40 hours per week. Shifts are typically 8 hours (plus ½ hour lunch), 8:00am to 4:30pm.
- Benefits: health, dental, and vision insurance (premium 100% covered for employees); 401k plan (after 1 year of service, with 4% employer match); paid vacation, sick, and holiday time.

Applications

To apply, please email a resume, cover letter, and three work-related references to humanresources@japanesegarden.org, with "Curatorial Assistant" in the subject line. Please no phone calls or hand delivered applications. Submit application materials by **Monday, December 10th, 2018**.

All submitted applications will be held in confidence.

Organization Overview

The Portland Japanese Garden is renowned as the most authentic and finest Japanese garden outside of Japan. The Garden has a year-round staff of 85+ FTE's and 30+ seasonal staff, supplemented by over 200 volunteers. All of our staff play a vital role in helping our visitors experience the beauty and tranquility of the garden and expand their understanding of Japanese culture.

A few of the benefits our employees enjoy include:

- Working at a beautiful, authentic Japanese garden, overlooking the city
- Incentives for alternative transportation for your commute to work
- A workplace culture that prioritizes hiring and promoting from within
- Access to the Garden for you, your family, and your friends
- The opportunity to attend a variety of cultural events
- Reciprocal access to other area attractions, such as the Lan Su Chinese Garden, Portland Art Museum, and the Oregon Zoo

The Portland Japanese Garden is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.