



Portland Japanese Garden seeks Part-Time, Seasonal Lead Gallery Attendants

Position Overview

Lead Gallery Attendants will assist the Art Department and Volunteer Department with the Garden's summer art exhibitions (details below). Lead Gallery Attendants will have strong customer service skills and a friendly, helpful demeanor. They will be required to educate the public about art exhibitions, protect artworks from theft and damage, and oversee the Garden's volunteer docents while they are working in the gallery. The Lead Gallery Attendants report to the Curator of Art.

2019 Exhibition Schedule:

- Ice and Stone: Suiseki Viewing Stones and Hokkaido Landscape Photography from February 9th to March 24th
- Northern Lights: Hokkaido Pottery Society Exhibition from April 27th to May 27th
- Forest of Dreams: Ainu and Native American Wood Carving Exhibition from June 8th to July 21st

The dates of employment are March 11th to July 21st. Please note that there is no work between exhibitions.

Primary Duties

- Educate oneself about Garden exhibitions. Be ready and able to speak about the artwork to visitors, members, donors and volunteers.
- Welcome each visitor as they enter the gallery. Offer them information about the art to enhance their knowledge and experience of the Garden.
- Enforce Garden etiquette and policies to gallery visitors while maintaining the Garden's omotenashi (customer service) standards.
- Protect artworks: Pay special attention to children, strollers, tripods, selfie sticks, and overcrowding in the galleries.
- Maintain cleanliness in the galleries - restock brochures and pamphlets, clean windows and doors, sweep, etc.
- Set a positive example for volunteer docents – be outgoing, comfortable approaching visitors, and provide excellent customer service.
- Work closely with the Volunteer and Art Departments when working with the volunteer docents.
- Assist with exhibition related events such as docent orientations.
- 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

- Outgoing, friendly, and positive personality.
- Proven track record of excellent interpersonal communication and customer service.
- The ability to work effectively with people of diverse ages, talents, and backgrounds.
- Good organizational skills and self-initiative.
- Outstanding verbal skills, including presentation and public speaking skills.

Special Requirements

- Flexible work schedule and ability to accommodate changing Garden needs.
- Must be able to remain in a stationary position for extended periods and be able to physically navigate all pathways in the Garden.
- Flexible schedule with availability days, evenings, and weekends as required.

Compensation

- Wage: \$14.00-\$15.50 per hour
- This is a seasonal, part-time, hourly position with 16-20 hours per week (3-4 shifts per week). Shifts are typically 5.25 hours, with shifts scheduled between 11:45am and 7:15pm. Weekend and evening work will be required.

Applications

To apply, please email a resume, cover letter, and three work-related references to humanresources@japanesegarden.org, with "Lead Gallery Attendant" in the subject line. Please no phone calls or hand delivered applications. **Applications will be accepted until the positions are filled.**

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.