



## Portland Japanese Garden seeks Full-Time Administrative Assistant to Curator of Art

### Position Overview

The Administrative Assistant is responsible for providing administrative support to the Curator of Art and helping to ensure the efficient operation of the Art Department. This position requires someone who is organized, detail-oriented, experienced, knowledgeable with budgeting and basic accounting, and has a native fluency in Japanese language. The Administrative Assistant reports directly to the Curator of Art.

### Primary Duties

- Provide administrative support to the Curator of Art
- Work with Curator to develop, report, and manage annual budget
- Oversee Art Department invoices, payments, and credit card reports and other financial procedures
- Maintain Curator's calendar, contacts, and schedule, prepare materials for meetings, and screen incoming calls and emails
- Schedule and coordinate Curator's national and international travel
- Manage Curator's/Department's filing system, organization, and office supplies
- Collaborate with Exhibition Coordinator and Curator through all stages of the exhibition process
- Assist with exhibition and collections management when needed
- Coordinate artist/visitor travel arrangements and hospitality: Driving, arranging transportation, lodging, and meal accommodation
- Manage all aspects of visitor itineraries, including planning and creation
- Written and verbal communication in both English and Japanese on a regular basis
- Work as a liaison between the Art Department and other Garden staff, creating an atmosphere of trust, teamwork, and open communication
- Assist in translation and interpretation with visiting artists when needed
- 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 (business casual)

### Qualifications

- Experienced and knowledgeable with budgeting and basic accounting
- Fluent in spoken and written Japanese language and customs in a business environment
- Exceptional communication and interpersonal skills in multiple cultural settings
- Education: Bachelor's degree or higher required
- Proficient in Microsoft Outlook, Word, Excel, and PowerPoint
- Organized, detail-oriented, and able to multi-task
- Valid Oregon Driver's License and clean DMV record

## Special Requirements

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

## Compensation

- Wage: \$17.00 - \$19.00 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, generally Monday through Friday
- Benefits:
  - health, dental, and vision insurance (premium 100% covered for employees)
  - 401k plan (after 90 days, with 4% employer match after 1 year)
  - flexible spending accounts for medical and dependent care expenses
  - paid vacation, sick, and holiday time

## Applications

To apply, please email a resume, cover letter, and three work-related references to [humanresources@japanesegarden.org](mailto:humanresources@japanesegarden.org), with "Administrative Assistant" in the subject line. Please no phone calls or hand delivered applications. Submit application materials by **Friday, February 28<sup>th</sup>, 2020**.

All submitted applications will be held in confidence.

## Organization Overview

Portland Japanese Garden is renowned as the most authentic and finest Japanese garden outside of Japan. The Garden has a year-round staff of 95+ FTE's and 35+ 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

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.