



Portland Japanese Garden seeks Full-Time Assistant Director of Training Center

Program Overview

Portland Japanese Garden's International Japanese Garden Training Center (TC) offers learners of all levels the opportunity to gain a deeper understanding of the Japanese garden and other art forms connected to it. As the Garden's educational wing and the only such program outside of Japan, the Center teaches the traditional skills and techniques for creating and fostering Japanese gardens, while acquainting our learners with the garden's cultural heart. Learners range from elementary school students using haiku to express their thoughts and dreams to accomplished garden professionals learning how to construct the stone compositions in a tea garden. Workshops, themed tours, school programs, lectures, and professional-level programs including seminars and intensives take place at the Garden and offsite venues.

Position Overview

The Assistant Director reports to and assists the Training Center Director in creating and building curriculum for, as well as overseeing and directing, educational programs. These programs are expected to meet the Center's core standards and values, as well as respond to the learning needs of a variety of participants, from Title I elementary school students, to avid avocational learners, to accomplished professionals. In 2022, the Assistant Director will hire, train, supervise, and be supported by a Program Assistant.

COVID-19 Vaccination Policy: For the safety of our staff, volunteers, and guests, Portland Japanese Garden is requiring all staff and volunteers to be vaccinated against the COVID-19 virus. Candidates must be fully vaccinated by their hire date. 'Fully vaccinated' means 2 shots of either the Moderna or Pfizer vaccine, or 1 shot of the Johnson & Johnson vaccine – plus 2 weeks after the final shot.

Primary Duties

Programmatic Planning

- In collaboration with the TC Director, plan the Center's year-to-year program schedule, with attention to scheduling, target audiences, programming by other departments, facility and resource availability, and budget
- Take a proactive role in identifying, proposing, and building collaborative and strategic partnerships with a wide range of individuals, organizations, local community groups, and national and international organizations relating to landscape architecture, Japanese gardens, and related arts

Ongoing Program Planning & Curriculum Development

- Create, carry out, evaluate, and refine curriculum structure and teaching materials for existing programs on an ongoing basis
- Curate, organize, and present a themed public speaker series, collaborating with other departments on theme and focus as appropriate
- Develop, implement, and continually refine and monitor accreditation, certification, and evaluation procedures with targeted professional associations for professional-level educational programs

- Work cooperatively and proactively with the Development Department to identify and solicit appropriate funding sources and ensure that grants are correctly used and tracked
- Procure, manage quality control, and supervise the work of outside contractors including educators, videographers, curriculum writers, and others as needed to support programs

Outreach & Communication

- Collaborate with the Marketing Department to develop and implement marketing strategies and communications materials for target audiences
- Represent the Center through outreach at events in the wider professional community to recruit quality students
- Collaborate with the TC Director in the production of monthly content for promoting the Center's programs through the Garden's media channels including newsletter, magazine, and website

Supervisory & Financial Management

- Supervise and manage the Program Assistant
- Manage and track annual budgets and projected revenue and expenses
- Other duties as assigned by supervisor

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
- Serve as a role model for Garden volunteers, providing support and encouragement to volunteers in their roles across the Garden
- Maintain a high level of professionalism in manner and appearance
- Adhere to Garden Dress Code (business casual)

Qualifications

- 5 – 8 years of experience with a successful track record in teaching and/or program development and management at vocational institution or other education-centered organizations
- Bachelor's degree required; Master's degree preferred
- Excellent verbal, written, and interpersonal skills
- Must be proficient in Microsoft Office, especially Outlook, Word, and Excel
- Proficiency in Japanese or Spanish is a plus

Special Requirements

- Must be able to remain in a stationary position and/or move about the Garden for several hours
- Job may involve some light to medium lifting
- Occasional work on during the weekends and evenings may be required

Compensation & Schedule

- Salary: \$60,000/year
- This is a full-time, salaried, exempt position, with 40 – 45 hours per week, 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 submit a resume, cover letter, and three work-related references through our [online Career Center](#). Incomplete applications will not be considered. Please no phone calls or hand delivered applications. **Submit applications by Tuesday, August 31st, 2021.**

All submitted applications will be held in confidence.

We encourage all potential applicants to watch our video entitled "[Come to Understand: Welcome to Portland Japanese Garden](#)" (5:56 minutes).

Organization Overview

Portland Japanese Garden is renowned as the most authentic and finest Japanese garden outside of Japan. The Garden typically 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 for 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
- A 30% discount on most items in the gift shop
- Reciprocal access to other area attractions, such as the Portland Art Museum, OMSI, 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.