



JOB ANNOUNCEMENT
ASSOCIATE DIRECTOR OF CREATIVE PROGRAMS, NWFC
PORTLAND ART MUSEUM AND NORTHWEST FILM CENTER
PORTLAND, OREGON

Overview

The Portland Art Museum and Northwest Film Center (referred to as Museum) invites applications for the position of Associate Director of Creative Programs, NW Film Center. The Associate Director of Creative Programs NWFC is responsible for executing, managing and maintaining the overall artistic framework for Northwest Film Center. This role will supervise the organization's core creative team: Head of Co:Laboratory and Community, Head of Exhibition & Experiential Storytelling, and Head of Artist Services.

Working in partnership with the NW Film Center Director and team, the Associate Director, Creative Programs will develop strategies, plans, and tactics that fulfill the creative mission. By leading a team that will drive a stronger outcome and to change for whom, by whom, and how cinematic stories are told.

COVID-19 Information

The current COVID-19 crisis has resulted in severe and unprecedented disruptions to revenue generation at the Museum. Currently, the Museum has recently reopened to visitors and the Institution is running on reduced staffing levels. The task ahead is not easy, but a challenge our staff are taking on with a deep commitment to the mission. The successful incumbent in this role will be willing to enter the situation with energy, flexibility, and a vision to overcome obstacles. This position requires a desire for understanding and adhering to COVID-19 safety protocols set forth by the Museum at all times. Masks are required indoors per the state mandate. In addition, the Museum's intent is to move toward requiring COVID-19 vaccinations for staff with verification of vaccination status. Accommodations available for staff under the ADA.

Equity, Inclusion and Accommodation

The Museum and Film Center strives to be an inclusive institution that facilitates respectful dialogue, debate, and the free exchange of ideas. With a deep commitment to artists - past and present - and freedom of expression, the Museum and Film Center's collections, programs and staff aspire to reveal the beauty and complexities of the world, and create a deeper understanding of our shared humanity. We are a Museum for all, inviting everyone to connect with art through their own experiences,

voices, and personal journeys. We are committed to advancing equity and inclusion by creating a diverse and inclusive workplace. We will continue learning as we work to evolve as an Institution, recognizing that this journey has no end and our commitment must remain. We have an active equity team currently engaged in a journey to examine our internal culture and the work we do through an equity lens. We look forward to having all colleagues join and contribute to this important work. Learn more at <https://portlandartmuseum.org/portland-art-museum-announces-equity-statement/>.

The Museum and Film Center are equal opportunity employers, committed to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, gender identity, political belief, disability or any other legally protected status. We are committed to the full inclusion of all qualified individuals. As part of this commitment, will ensure that persons with disabilities are provided reasonable accommodations to participate in the application, interview, and hiring process. Alternative formats of this application are available upon request. If reasonable accommodation or an alternative form of this application are needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Human Resources at hr@pam.org or 503.276.4358.

The Portland Art Museum is an Equal Opportunity Employer. Black, Indigenous, and People of Color (BIPOC), immigrants, women, LGBTQ+, and individuals with disabilities, please apply!

Essential Duties & Responsibilities

- Works in the spirit of unbound cinema, managing creative opportunities onsite and offsite.
- Day to day manager of the Creative team, ensuring all deliverables are being met in a collaborative environment. Role manages up and down to achieve goals.
- Collaborate with PAM Curatorial, Learning & Community Partnerships to ensure goals and resources are aligned.
- Defines scope of Creative Deliverables for exhibition, education and artists services programming, adhering to the schedule and budget defined by Leadership.
 - Develop strong partnerships across all divisions of project departments, externally and within the Portland Art Museum.
 - Proficient in guiding and articulating the concepts and the experiences that define the organization's creative vision and to motivate the involved teams who are responsible for providing input and support to its development.

- Develop resource plans, estimates, and schedules for Creative Project Deliverables in collaboration with the project team and exhibition leadership.
- Effectively manages Creative budgets and schedules throughout the whole scope of the departments in collaboration with Project Teams.
- Collaborate with team leadership to prioritize Creative scope of project and Creative delivery options from ideation to completion.
- Establish and maintain relationships with key film, podcast, television, interactive, new media, arts and culture professionals locally and globally, including artists, distributors/streamers, talent, publicists, agents and managers.
- Supports the Director, Museum Board and Film Committee in identifying and sharing relevant research, current trends and issues to inform organization effectiveness, program design and execution.
- Develops and executes new creative growth strategies to create ongoing revenue generations, such as CoLab classes, creative events and programming, to meet financial expectations.
- Represents the organization in a wide range of environments and with multiple constituencies.
- Communicate clear and concise project goals and updates to all team members.
- Hire and co-manage outside Creative Consultants as required by the needs of the Director, including but not limited to Cinema Unbound Awards producer, special program producers and guest curators.
- Design and lead pilot programs and initiatives, selecting and working with contract support as necessary.
- With the Director and team, build a staff team that encourages communication and collaboration across programs, disciplines, and job functions.
- Monitor staff professional development needs and make recommendations as to allocation of professional development funds and internal training/retreats for direct reports.
- Participate in discussions and decisions guiding and monitoring the development plan and activities
 - Contribute to grant applications and other development efforts
 - Monitor program budgets in conjunction with Associate Director Operations
- Participate nationally as speaker, panelist and delegate at regional and national meetings and conferences.

Secondary or Additional Responsibilities

- Performs other related duties as assigned.

Supervisory Responsibilities

- Supervises three staff; Head of Co:Laboratory and Community, Head of Exhibition & Experiential Storytelling, and Artist Services.
- Organizes and oversees the work and schedules of departmental managers.
- Supervisory duties include - recruitment, mentoring, performance management, training & coaching. Serves as a leadership example being clear on the strategic direction of the department, being accountable and holding others accountable, and centering collaboration and the values of the museum.
- Budget accountability, will participate actively in the creation of the annual budgeting process.
- Accountable for long term creative and strategic planning, working closely with the Director.
- Capital assets/equipment control.
- Decisions are made within PAM policy constraints.

Institutional Responsibilities

- Support the Museum's mission, vision and core values of creativity, connection, equity, learning, accessibility and accountability.
- Contribute to and support the PAM strategic plan, annual priorities, and institutional initiatives such as diversity, equity, inclusion and access.
- Contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation, and openness to many perspectives.
- Participate in a culture of ongoing learning, collaboration, innovation, creativity, and community engagement.
- Use the equity lens in decision making. Promote equity and inclusion goals and have a "people first" mindset.

Required Knowledge & Skills

- Skilled at planning, organizing, managing, and executing projects. Adapt to rapidly shifting priorities and strategies
- Proven administrative and relationship management experience.
- Exhibit aptitude, in past experiences, with development and operational strategies that built an organization's next stage growth, preferred.
- Demonstrated experience in measurement and analytics strategy
- Coach staff, manage and develop teams, set and achieve strategic objectives, and evaluate results.
- Technological proficiency with an emphasis on ticketing systems, online screening platforms and management software/hardware. Aptitude in interpreting data for decision making.
- Excellent analytical, decision-making, and problem-solving skills.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical initiatives.

- Must possess excellent interpersonal, persuasive, feedback (giving and receiving) and problem-solving skills, creative writing skills, and speaking in both group and individual settings.
- Works independently and collaboratively to meet goals.
- Maintain confidentiality and discretion.

Education, Formal & Informal Experience, Training Required, Certification, Etc.

- A Bachelor's degree or higher in an arts, tech or communication arts related field (and/or creative non-profit management) or equivalent combination of education and experience.
- A minimum of five to seven years' experience in successful arts program management, preferably in the media arts, nonprofit and/or festival/exhibition fields; experience in a related field or job functionality required.
- Extensive managerial experience required; previous supervision of the arts program team preferred.
- Experience recruiting, hiring, managing, and effectively liaising with colleagues, volunteers, and community at all levels.
- Proven to think outside of the box and provide visionary leadership, while also demonstrating superior management skills.
- Proactive, willingness to take on all duties required to achieve goals.
- Successfully adapt to and embrace new technologies; Google suite, proficient using Apple based technology; knowledge of Customer Relationship Management software (Altru, Raiser's Edge, Salesforce) preferred.

Job Conditions

- Exempt/salaried position, standard 35 hours per week
- Travel within local area required
- Evening hours
- On-call status
- Extensive computer work

Physical Activities

- Standing
- Walking
- Use of Fingers
- Talking
- Sitting
- Hearing
- Push/pull/lift/carry up to 10 lbs.

Compensation, Benefits & Perks

- Budgeted compensation is within pay grade M (Min \$74,292 - Mid \$91,000 - Max \$107,725), depending on experience.
- Eligible for a \$500 hiring bonus to new hires who join the team October 1, 2021 - January 31, 2022, and stay with the Museum 6+ months.
- Affinity groups -- BIPOC & White Learning Space
 - Buddy system for BIPOC new hires
 - Annual BIPOC TLC retreat
- Health Care (medical, dental, vision, pharmacy)
- Life Insurance (employer-paid life, AD&D, and long-term disability insurance & employee paid voluntary life and short-term disability)
- Retirement (401k plan, after 12 months service and a minimum of 1000 hours)
- Paid Time Off (6 paid holidays, 2 floating holidays to allow employees to meet their own religious observances and uphold value of equity and inclusion, vacation time, sick time, jury duty, and bereavement leave)
- Flexible spending accounts
- Employee assistance program: free, confidential counseling for employees and family
- Discounted TriMet or C-Tran passes
- Bike to work benefit
- Complimentary admission to the Museum for employee and guest(s) accompanied by you
- Access to Museum lectures and programs
- Discounts at Museum Shop
- R.E.A.P (Reciprocal Employee Attraction Pass) card for full and part-time employees, providing free general admission to local destinations

Application Process for Associate Director of Creative Programs

To apply online visit: www.portlandartmuseum.org/careers follow the link to create a profile. Resumes received without completed employment application will not be considered. For questions or accommodation please contact hr@pam.org.

Please attach a cover letter and in addition, we ask that applicants answer the questions within the application. The Museum engages an equity hiring committee to review applications.

Please do not delay in applying. We are looking for an incumbent to begin this role as soon as possible.

Closing date for Associate Director Creative: Friday 11/12/2021, 5:00PM PST.

About the Portland Art Museum

Founded in 1892, the Portland Art Museum is one of the oldest art museums in the United States and the oldest in the Pacific Northwest. The Museum's collection of 42,000 objects reflects the history of art from ancient times to today. The collection is distinguished for its holdings of arts of the native peoples of North America; modern and contemporary art; Asian and American art; photographs, prints, and drawings; and English silver.

With more than 112,000 square feet of gallery space, the Museum ranks in the top 25 museums in the country with the most gallery and exhibition space. An active collecting institution, the Museum dedicates 90 percent of its gallery space to its [permanent collection](#). In addition to its permanent collection, the Museum is recognized for its [special exhibitions](#) and intimate exhibition series, including the APEX program, a contemporary art series, and presentations in the Gilkey Center galleries.

Annual [membership](#) consists of 16,000 member households, representing more than 92,000 individuals. More than 350,000 visitors are welcomed annually, including more than 50,000 schoolchildren.

The Museum's annual operating budget is approximately \$13.5 million.

About the Northwest Film Center

The Museum's sister organization, established in 1971, the Northwest Film Center is a Portland, Oregon-based year-round organization and space where artists and audiences explore our region and the world through cinema and cinematic storytelling in all its forms.

Our mission is to expand the reach of cinema as an art form and challenge for whom, by whom, and how stories can be told. Through our screenings, events, guest speaker programs, classes, and workshops, audiences and artists form vital connections that bind our community and encourage a more vibrant, accessible, and diverse media-arts ecosystem.

The Northwest Film Center acts as an advocate for pioneering filmmakers and artists, giving a platform to voices that might not otherwise be heard and serves as a catalyst for cultural appreciation, conversation, collaboration, and community-building around new ways of seeing locally and globally. For more information, visit www.nwfilm.org.