



JOB ANNOUNCEMENT
ASSOCIATE DIRECTOR OF OPERATIONS, 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 Operations, NW Film Center. The Associate Director of Operations, NWFC is a team leader who brings strong operational experience to help creatives thrive while working within the parameters of finance best practices. This role is a creative thinker who will implement systems to help the overall mission of the NWFC and PAM and be responsible for maintaining the overall financial, operations and business systems of the NWFC. The role is highly collaborative with PAM's CFO, Finance and Operations teams and will help build an environment of collective responsibility and accountability to ensure budgetary and fiscal oversight for the NWFC.

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

- Reviews, analyzes, and evaluates business procedures for best practices. Implements the use of equity lens in decision making.
- Implements policies and procedures that will improve day-to-day operations. Ensures the policies and procedures center DEI goals.
- In conjunction with the Associate Director, Creative Programs, supports and implements new growth directives and revenue generation opportunities for the operations of the NWFC. Includes, but is not limited to rental spaces, VR to Go Program, and online event opportunities.
- In consultation and coordination with the project management team and director of NWFC, oversees the completion of construction, build out and launch of The Oregon Theatre (April 2022).
- Oversees implementation of business systems of NWFC and the Oregon Theatre, including use of Altru, Oregon Theatre ticketing database and Active educational systems.
- Oversees operations team(s) and volunteer program for effective use of volunteers across all programs and events.
- With the PAM Director of Operations, oversee operations needs for multiple properties/facilities, including but not limited to NWFC headquarters, the Oregon Theatre and off-site screening, educational or artist service pop-up locations.

- Collaborate with PAM Director of IT, Head of Protection Services, and Head of Facilities to ensure goals are met and resources aligned in things such as service vendors and contracts.
- Monitors program activities to ensure mission alignment, appropriate usage, efficiency and sustainability, in conjunction with PAM's Finance team.
- Works with direct reports, including the GM of the Oregon Theatre, to maintain strategic goals and reporting.
- Point of contact with the PAM finance department. Follows accounting processes and procedures, assisting with budget development, fiscal process, accounting systems oversight, and financial reporting.
- Reviews all account reconciliations and financial statements, including the weekly reconciliation at the Oregon Theatre.
- Assists in the preparation of financial reports, grant application needs and presentations for the senior team, board of trustees, and management staff.
- Contributes to the development of strategic goals and objectives as well as the overall management of the organization.
- Works with business systems not limited to databases, ticketing systems and POS for analysis, data, statistical analysis and strategic planning.
- Evaluates, implements and maintains vendor relationships. Selects vendors using equity lens.
- Ensures work environments are safe and inclusive.
- Projects a positive image of the organization to employees, customers, industry, and community.

Secondary or Additional Responsibilities

- Performs other related duties as assigned.

Supervisory Responsibilities

- Direct reports include General Manager of the Oregon Theatre, and Head of Projection & Theater Operations, consultants, contractors on an ad hoc basis.
- Organizes and oversees the work and schedules of departmental managers.
- In conjunction with Director and PAM HR, will lead hiring teams centering the equity hiring process, onboard for the division, and evaluate Oregon Theatre and NWFC staff and instructors centering the philosophy "feedback is a gift".
- Oversee volunteer program for effective and legally compliant use of volunteers.
- Supervisory duties include - recruitment, mentoring, performance management , training & coaching of departmental managers. 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 Film Center & Museum
- Wide decision making authority, often determining and creating practices and procedures for the NWFC based on best practices, etc.

- Budget accountability
- Oversight of capital assets and budgeting. Maintain equipment inventory list to assist with audit.
- Long term planning in conjunction with the NWFC Director.

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

- Thorough understanding of operational practices integrating business and finance.
- Balances the spirit of a non-profit environment, while bringing for-profit experience to advance the mission, maximizing earned revenue opportunities.
- Commitment to DEI and ongoing learning. Promotes an exceptional experience that incorporates the Museum's ongoing equity and inclusion work.
- Collaborate effectively with respect to diverse identities. Experience building and maintaining relationships with colleagues at all levels.
- Coach staff, manage and develop teams centering a people first mindset. Set and achieve strategic objectives, and evaluate results.
- Excellent oral and written communication skills, convey complex concepts and procedures in simple terms.
- Skilled at planning, organizing, managing, and executing projects. Adapt to rapidly shifting priorities and strategies.
- Excellent analytical, decision-making, and problem-solving skills.
- Extremely flexible, willing to take on tasks to get the job done in a collaborative manner.
- Extremely proficient in Google suite, proficient using Apple based technology; knowledge of ticketing systems, online screening platforms and management software/hardware preferred.
- Maintains confidentiality and discretion.

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

If you have any questions along the way including wanting to talk about a non traditional career background, please reach out to HR.

- Bachelor's degree in not-for-profit management, arts administration, business administration, or a related field or equivalent combination of education and experience.
- 7 years experience managing a complex organization's operation including finances, budgeting, operations depts., and people.
- Sound understanding and working knowledge of media arts nonprofits, festivals and theatrical exhibition spaces as well as the operational logistics both online and in person.
- Previous experience with an institution in a growth stage with knowledge of industry's legal rules and guidelines, latest trends and best practices.
- In depth knowledge of diverse business functions and principles such as supply chain, finance, customer service, etc.
- Previous experience with database system management.
- Experience recruiting, hiring, managing, and effectively liaising with colleagues, volunteers, and community at all levels.
- Experience working with event-planning and marketing is highly preferred.
- Current driver's license for business travel to satellite locations.

Job Conditions

- Exempt/salaried position, standard 35 hours per week with additional hours required at times
- Occasional evening and weekend hours
- On-call status for off hours
- Travel within the local area required, standard travel reimbursement available
- Extensive computer work

Physical Activities

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

Compensation, Benefits & Perks

- Budgeted compensation is within pay grade J (\$53,089.40 min - \$63,700 mid - \$74,328.80 max), 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

- o 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 Operations, NW Film Center

Apply online at: www.portlandartmuseum.org/careers, follow the link to create a profile.

In order to be considered eligible all submissions require a resume, cover letter, and application questions answered. Incomplete applications will not be considered. The Museum engages an equity hiring committee to review applications.

For questions or accommodation please contact hr@pam.org.

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 Operations: Friday, November 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.