



**JOB ANNOUNCEMENT
FOR JAPAN FOUNDATION ASSISTANT CURATOR OF JAPANESE ART
TEMPORARY ONE-YEAR ASSIGNMENT
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 Japan Foundation Assistant Curator of Japanese Art. The Japan Foundation Assistant Curator of Japanese Art will conduct research on and interpretation of the permanent collection of Japanese art, with focus on documenting and exhibiting the Japanese print collection (currently comprising ca. 3,000 works of art). Their primary responsibility will be to improve the cataloging of the Japanese prints in the Museum's database, which will include transcribing printed titles, signatures, and inscriptions in the original orthography. They will be encouraged to organize at least one Japanese print installation from the Museum's permanent collection during the course of the grant-funded year. They will also participate in a broad range of curatorial activities in Japanese art, including writing interpretive texts for exhibitions and online collections; assisting in acquisitions research and donor cultivation; giving public lectures and presentations; developing programs in collaboration with departments across the organization; and interacting with a broad and diverse audience to ensure that community voices are heard, including the Councils and Museum members.

The role works under the supervision of the Curator of Asian Art and is the only other specialist in the area of Asian art, but collaborates with the full curatorial department.

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

- Conduct ongoing research on the Museum's collections of Japanese art. This includes primary responsibility for the research, documentation, and cataloguing of the permanent Japanese print collection of 3,000 works, including any new acquisitions.
- Develop at least one Japanese print installation from the museum's permanent collection during the course of the grant-funded year.

- Write exhibition wall texts and extended object labels for Japanese print exhibitions; write interpretive materials for online presentation. May have opportunity to write a modest exhibition brochure.
- Work with the Learning & Community Partnerships team and curatorial colleagues to develop programs and activities that enhance exhibitions and permanent collection installations.
- Cultivate print collectors for possible donations.
- Present gallery talks, docent lectures, and public lectures on relevant exhibitions and aspects of the permanent collection.
- Actively participate in a national and international community of scholars of Japanese studies and art history. Note that this position includes a research allowance provided by Asian Art Council of up to \$2,000.
- The position is guided by PAM's commitment to equity and inclusion and makes curatorial and program decisions using the PAM equity lens to support the Museum being a more inclusive, relevant, and welcoming space.

Secondary or Additional Responsibilities

- Support curatorial presentation of Japanese art installations at the museum (both collection rotations and traveling or loan exhibitions); through activities ranging from writing gallery didactics (labels, interpretive panels) to supporting programs.
- Hosting visiting scholars, as needed.
- Will have opportunities to conduct original research and present new scholarship in the field of Japanese art.
- Provide input on Asian Art Council programming and support Council activities (e.g., board meetings, lectures, demonstrations, studio visits, collector visits).
- Assist Curator of Asian Art and departmental Curatorial Associate in responding to inquiries relating to works in the collection, artists, and identification of Asian works owned by members of the public.
- Assist with research and documentation of new acquisitions (gifts and purchases); may be asked to make recommendations for potential acquisitions.
- Assist Curator of Asian Art in working to develop relationships and maintain community partnerships with Japan-focused organizations in the region.
- Assist with fundraising and donor development strategies.
- Occasional responsibilities may include press interviews; press tours of current Japanese art exhibitions; special tours on an annual basis (i.e., Portland Fine Print Fair).
- Performs other related duties as assigned.

Supervisory Responsibilities

- No supervisory oversight.

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

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

- Working fluency in modern Japanese language.
- Excellent verbal and written communication skills in English.
- Working knowledge of kuzushiji and hentaigana reading skills; willingness to develop these skills.
- Skilled in writing short interpretive texts quickly and accurately.
- Demonstrated organizational and time-management skills to carry out the responsibilities of the position, including managing multiple projects simultaneously.
- Deep knowledge or an interest in acquiring knowledge of the full range of Museum collections, activities, and programs (including Collections/registrarial, Development/donor relations, and Learning & Community Partnerships functions) in order to work effectively within interdependent schedules, shared resources, and collaborative projects.
- Skilled at synthesizing complex information, thinking creatively, making connections across creative disciplines and partnering with colleagues and communities inside and outside the Museum.
- Must possess excellent interpersonal and problem-solving skills, writing skills, and speaking in both group and individual settings.
- Works both independently and as a collaborative member of the Curatorial team.
- Demonstrated high level of initiative and persistence in completing assignments with strong attention to detail and accuracy.
- Willingness to accept and receive feedback.

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

- M.A. or equivalent in Japanese art history or a closely related field; Ph.D. preferred, but not required.
- ABD candidates are encouraged to apply (please note this is a 35 hour/week role).
- Three years minimum research experience in Japanese art or closely related field such as Japanese literature or history, or Asian art. Applicants may demonstrate research experience through relevant graduate level research.
- 1+ years work experience in the museum field preferred, ideally in curatorial or education.
- Adapts to preferred Museum software and collaboration platforms successfully and quickly: proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace is required; Museum collections database software experience is strongly preferred (Mimsy, TMS, etc.).

Job Conditions

- Occasional evening and weekend hours for lectures and special events required.
- Optional local and regional travel to visit donors, artists, dealers, and/or exhibitions, as opportunities arise.
- Extensive computer work.
- Temporary, 1 year funded role.
- On-site work will be required full-time in the early stages of this role, with potential to transition to part-time remote work.

Physical Activities

- Frequent standing
- Frequent walking
- Continuous use of fingers
- Continuous talking
- Continuous repetitive motions of hands/wrists
- Frequent sitting
- Continuous hearing
- Continuous seeing
- Occasional Push/Pull/Lift/Carry up to 10 lbs.

Compensation, Benefits & Perks

- This role is exempt/salaried, full-time, 35 hours per week

- Budgeted compensation is based on grant funding and will be \$56,000-\$60,000 per year, depending on experience. The role is within pay grade I (\$48,412 min - \$56,875 mid - \$65,356 max)
- Up to \$1,000 relocation stipend, if applicable
- Research allowance provided by Asian Art Council of up to \$2,000.
- 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
- 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)
- 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
- Affinity groups -- BIPOC & White Learning Space
 - Buddy system for BIPOC new hires
 - Annual BIPOC TLC retreat

Application Process for Japan Foundation Assistant Curator of Japanese Art

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. The Museum engages an equity hiring committee to review applications. 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. Please note two writing prompts are required within the application process (watch for prompts within the online application):

- Describe kuzushiji and hentaigana training, or relevant experience or knowledge of kuzushiji (200-250 words)

- Brief commentary, as for gallery label or the Museum's Online Collections, for print linked [here](#) by artist Kitao Shigemasa (upload document of 150-250 words)

Start date for the role is flexible, but please note the offer will be made by January 31, 2022.

Closing date: Friday December 10, 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.