



**JOB ANNOUNCEMENT
FOR THE ASSISTANT TO THE DIRECTOR OF COLLECTIONS & EXHIBITIONS
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 Assistant to the Director of Collections & Exhibitions. The Assistant to the Director of Collections & Exhibitions works independently to ensure the smooth and efficient administration of the Director of Collections & Exhibitions' office, interacting with the full range of Museum Curators and other staff members. This role will also assist in communicating with Trustees, Donors, and members of the public. This position maintains a wide range of materials pertaining to exhibitions and provides critical support for special projects and initiatives. The position oversees the schedule of the Director of Collections & Exhibitions; proofreads, edits and prepares memos, correspondence and meeting materials; organizes and maintains project and archival files in paper and electronic form; analyzes, sorts and prioritizes inquiries, requests and correspondence; and provides diversified administrative support.

This role offers rare insight into the process of art acquisitions, exhibition planning, curatorial affairs, and provides valuable experience for advancing a career in museums and/or the non-profit arts sector. In addition to administrative support, this work provides daily learning opportunities, collaborating cross-departmentally, and interfacing with all of the Museum's curators to offer a unique view into the Museum's mission and core values.

Essential Duties & Responsibilities

- Assist the Director of Collections & Exhibitions in overseeing the display and preservation of the Museum's permanent collections, loans, and exhibitions
- Liaise with other Museum departments, Museums, galleries, collectors, artists, and trustees, and affiliate groups
- Maintain exhibition assets and schedules on the Museum's shared drive and distribute updates as needed
- Support administrative aspects of special projects and initiatives ranging from publications to artist collaborations
- Support budget and expense reporting, and prepare accounting forms for biweekly payment requests
- Greet and screen visitors
- Screen and route incoming and inter-office correspondence including a large volume of telephone calls, mail, and emails
- Organize and run a series of regular interdepartmental meetings
- Draft and facilitate written and verbal correspondence for the Director of Collections & Exhibitions
- Maintain departmental filing systems (paper and electronic), including exhibitions, budgets and correspondence
- Create gallery labels for exhibitions and collection rotations in coordination with Exhibitions team and curators

- Order and maintain supplies for the Curatorial office and other departments as requested
- Coordinate and schedule intern workstations and projects for division
- Update and maintain accurate mailing lists and exhibition history
- Complete project-related and administrative assignments as assigned

Secondary or Additional Responsibilities

- Collaborate with Curatorial, Collections, Learning and Community Partnerships, Development, and Marketing, as needed to supply information
- Create checklists using Museum artwork and digital asset databases
- Manage inventory of PAM publications and request journal transfers for inter-departmental purchases. Register ISBNs and purchase barcodes as needed
- Request image licenses for promotional use as needed
- Project manage publications as needed
- Coordinate travel and lodging arrangements for visiting artists and arts professionals
- Performs other project-related duties as assigned

Supervisory Responsibilities

- This role is not supervisory in nature
- May oversee coordinating work of interns and/or fellows

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.

- Four years of progressively responsible administrative experience in arts, cultural, or other non-profit organizations and supporting senior staff strongly preferred
- Must have excellent verbal and written communication and interpersonal skills and be able to interact and communicate with individuals at all levels of the organization
- Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines
- Anticipate needs and work proactively in a fast-paced environment with demonstrated experience in managing multiple competing tasks and demands
- Position continually requires demonstrated poise, tact and diplomacy. Must be able to maintain the highest level of confidentiality and handle sensitive material concerning the organization, donor and lenders, and the Director's role within the organization
- Expected to work independently and as a collaborative member of the team, and will need to be flexible to the evolving needs of the Museum
- Strong computer skills, including Microsoft Office Suite, Google Workspace, Zoom, Adobe InDesign, social media platforms, and video conferencing platforms

Job Conditions

- Exempt/Salaried
- Full-time, 40 hours per week (9:00am - 5:00pm, Monday - Friday)
- Occasional evening and weekend hours for events and projects
- Onsite with occasional work from home flexibility
- Extensive computer work

Physical Activities

- Continuous repetitive motions of hands/wrists and use of fingers

- Frequently sitting
- Continuously communicates with team members
- Frequently operate a computer, technology and other office equipment
- Occasionally lift/push/pulling up to 25lb boxes and transporting mailings
- This list does not summarize a complete representation of all physical requirements

Compensation, Benefits & Perks

- This role is exempt/salaried, full-time
- Budgeted compensation is within pay grade G (\$44,657 min - \$52,000 mid - \$58,780 max), depending on experience
- \$50 per month phone reimbursement
- We provide a benefits and perks package that includes; health care, paid time off, flex spending and more. Please see the full job profile on our career site