



**JOB ANNOUNCEMENT  
FOR COMMUNICATIONS ASSISTANT  
PORTLAND ART MUSEUM AND PAM CUT | CENTER FOR AN  
UNTOLD TOMORROW  
PORTLAND, OREGON**

**Overview**

The Portland Art Museum and PAM CUT, Center for an Untold Tomorrow (formerly the NW Film Center) invites applications for the position of Communications Assistant. The Communications Assistant is a member of the Marketing team which is responsible for the promotion of Portland Art Museum and the PAM CUT exhibitions and programs. This role also supports broader storytelling about the role that the Museum and PAM CUT play in the community. The Communications Assistant is primarily responsible for supporting public relations activities through administrative support and project management.

**Essential Duties & Responsibilities**

- Assist Head of Press and Publications with building press releases and reminders for distribution, as well as gathering and organizing press materials
- Assist Head of Press and Publications with the coordination of content for publications like the members magazine, including, but not limited to managing shared documents and permissions, and working with curators and the Creative Director on image selection and captions
- Collaborate with the Head of Press and Publications and curators on image requests and permissions for press and marketing, including creating image contact sheets
- Upload and help organize marketing photos to the image management program (NetX)
- Organize and maintain the department's shared Google Drive
- Contribute to, and help manage content, deadlines, ideas, and planning in the project management system
- Enter Museum and PAM CUT's programs on third-party online event calendars
- Assist web architect with adding internal events to the PAM and PAM CUT website calendars
- Monitor, review, and respond to online reviews (Google, Yelp, etc.)
- Maintain press lists and contacts in the media contacts database (Cision)
- Maintain and distribute earned media reports
- Assist in preparing and adding content to Museum and PAM CUT channels like YouTube.
- Monitor, route and respond to the the general email inbox - [connect@pam.org](mailto:connect@pam.org) as well as [pressoffice@pam.org](mailto:pressoffice@pam.org)
- Manage Google Grant account

**Secondary or Additional Responsibilities**

- Social media and related marketing support such as composing image descriptions and other tasks as assigned by the Digital Communications Specialist
- Assist at press and marketing events
- Performs other related duties as assigned

**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.

- Spanish or other language proficiency preferred but not required
- Excellent written and verbal communication skills
- Willingness to learn new programs and software
- Collaborative nature and excited to work with a diverse array of people
- Work independently and also as part of the larger communications team
- Highly organized
- Knowledge of Google suite products is preferred but not required

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

- Bachelor's degree in communication, marketing, art, film, or related field preferred, or equivalent combination of education and experience
- At least 2 years previous experience working in an administrative support role
- At least 1 year previous experience in a communications role (i.e. PR, Marketing, etc)

**Job Conditions**

- Non-exempt/hourly, full-time status
- Monday - Friday 9 a.m. - 5 p.m.
- Onsite with occasional work from home flexibility
- Extensive computer use and use of Google platforms and online platforms

**Physical Activities**

- Frequently sitting, standing, and walking
- Continuously operates a computer and other office equipment, such as a copy machine, phone, and printer
- Continuously communicates with team members
- Occasionally lift/push/pull up to 25lbs
- This does not represent a complete list of all physical requirements

**Compensation, Benefits & Perks**

- This role is non-exempt/hourly, full-time status
- Budgeted compensation is within pay grade G (\$21.47 min - \$25.00 mid - \$28.26 max), depending on experience
- 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