



## Portland Japanese Garden seeks Director of International Exchange Forum

### Position Overview

This position directs and manages all aspects of the International Exchange Forum which is one of the three centers of The Japan Institute (Institute). The Japan Institute represents the cultural, educational, and programming arm of Portland Japanese Garden (PJG). Its three centers are: 1) Global Center for Culture & Art, 2) International Japanese Garden Training Center, and 3) International Exchange Forum (Forum), all dedicated to realizing our organization vision of being a leading global voice for cultural understanding in pursuit of a more peaceful sustainable world.

The International Exchange Forum will connect global communities for dialogue and learning related to the ideals of Japanese culture which resonate in every culture around the world, including appreciation of fine craftsmanship, a deep personal connection to nature, environmental and global sustainability, and the search for internal and external peace. The Forum will connect individuals and organizations around these shared interests. Together, Forum audiences and participants will build global relationships, exchange and explore ideas critical to modern life, evolve theory and practice in their respective fields, and collaborate to implement the ideals of Japanese culture through intercultural understanding in varied and meaningful ways for communities around the world.

The Director of the International Exchange Forum will report to the Chief Executive Officer and will work closely with the Curator of Culture, Art & Education, and the Directors of the other Institute centers. The Director's office will initially be located at Portland Japanese Garden or at one of PJG's two off-site satellite offices. Upon completion of the Institute campus (2023), located approximately 3 miles from Portland Japanese Garden, the Director's office will be located at the Institute campus, along with most of the Culture, Art and Education Department (CAE).

**COVID-19 Vaccination Policy:** For the safety of our staff, volunteers, and guests, Portland Japanese Garden is requiring all staff and volunteers to be vaccinated against the COVID-19 virus, including the booster. Candidates must be fully vaccinated by their hire date, and proof of vaccination will be required upon hire.

### Primary Duties

- Create and implement goals, objectives, strategies, and programs for the Forum in alignment with and in support of programming goals for CAE Department, PJG's Strategic Plan, and CEO's strategic initiatives
- Visioning, event planning, and project management for Forum events and projects in Portland, Japan, and around the world, including conferences, workshops and symposia
- Work closely with international contacts to host events and build collaborative projects
- Build and supervise Forum staff and resources
- Oversee all event logistics such as venue selection, rentals, on-site coordination, translation services, invitations, and RSVPs
- Manage all projects of PJG and Institute for translation to and from Japanese and English, and other languages as appropriate

- Work with Marketing department as necessary to create materials to support the work of the Center, including presentations and collateral
- Oversee creation and maintenance of international cultural contacts database
- Work with CEO on special projects as needed
- Coordinate and host VIP visits to the Garden and Institute
- Oversee and support International Patron Tour program as appropriate

### Other Responsibilities

- Familiarize oneself with the organization and the Employee Handbook
- Get to know fellow staff members, developing trust, establishing credibility, encouraging teamwork, and creating an atmosphere of open, honest, two-way communication
- Serve as a role model for Garden volunteers, providing support and encouragement to volunteers in their roles across the Garden
- Maintain a high level of professionalism in manner and appearance
- Adhere to Garden dress code (business casual)

### Qualifications

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the position, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for this role.*

- At least 5 years of experience with a successful track record in teaching and/or program development and management at cultural institutions or education-centered organizations
- Bachelor's degree required; Master's degree preferred
- Excellent verbal, written, and interpersonal skills
- Experience in cultural exchange with proficiency in diplomatic skills
- Ability to connect and maintain relationships with high level donors, partners, and executives
- Comfortable with national and international travel, occasionally spending up to two weeks away
- Ability to remain flexible with shifting priorities
- Must be proficient in Microsoft Office, especially Outlook, Word, and Excel
- Some experience with a presentation platform like PowerPoint or Keynote

### Special Requirements

- Must be able to remain in a stationary position and/or move about the Garden for several hours
- Must be able to lift up to 25 lbs. on occasion
- Occasional evening and weekend work required
- May involve some domestic and international travel

### Compensation & Benefits

- Salary: \$110,000 - \$125,000/year, commensurate with experience
- This is a full-time, benefited, salaried position with a minimum of 40 hours per week. Schedule is generally Monday through Friday, 8:30am to 5:00pm.
- Benefits:
  - health, dental, and vision insurance (premium 100% covered for employees)

- 401k plan (after 6 months, with 4% employer match after 1 year)
- flexible spending accounts for medical and dependent care expenses
- paid vacation, sick, and holiday time
- free access to the Employee Assistance Program (EAP)

### Applications

To apply, please submit a resume, cover letter, and three work-related references through our [online Career Center](#). Incomplete applications will not be considered. Please no phone calls or hand delivered applications. **Applications accepted until position is filled.**

All submitted applications will be held in confidence.

### Organization Overview

Portland Japanese Garden is renowned as the most authentic and finest Japanese garden outside of Japan. The Garden typically has a year-round staff of 95+ FTE's and 35+ seasonal staff, supplemented by over 200 volunteers. All of our staff play a vital role in helping our visitors experience the beauty and tranquility of the garden and expand their understanding of Japanese culture, all in service to our mission of *Inspiring Harmony and Peace*.

A few of the benefits our employees enjoy include:

- Working at a beautiful, authentic Japanese garden, overlooking the city
- Incentives for alternative transportation for your commute to work
- A workplace culture that prioritizes hiring and promoting from within
- Access to the Garden for you, your family, and your friends
- The opportunity to attend a variety of cultural events
- Reciprocal access to other area attractions, such as the Lan Su Chinese Garden, OMSI, Portland Art Museum, and the Oregon Zoo

The Portland Japanese Garden is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.