



JAPANESE AMERICAN MUSEUM OF OREGON

DIRECTOR OF EDUCATION AND ENGAGEMENT

JOB POSTING

Applicants must submit cover letter and resume by 5:00pm on Friday, March 25, 2022. Applications must be sent electronically to info@jamo.org

SALARY and BENEFITS

- \$50,000 - \$54,000. Based on qualifications and experience. Subject to review after 6 month probationary period
- Healthcare (medical, dental, and vision), Vacation, Sick Leave

DESCRIPTION OF ORGANIZATION

The mission of the Japanese American Museum of Oregon (previously Oregon Nikkei Legacy Center) is to preserve and honor the history and culture of Japanese Americans in the Pacific Northwest, educate the public about the Japanese American experience during World War II, and to advocate for the protection of civil rights for all. Located in Portland's historic Old Town neighborhood where a Japantown once stood, the organization manages a history museum as well as the Japanese American Historical Plaza, also known as the Bill of Rights Memorial.

POSITION SUMMARY

The Japanese American Museum of Oregon is seeking an Education and Engagement Director who will lead the museum's educational initiatives by implementing onsite and off-site programs. They will be responsible for advancing educational outreach, coordinating museum tours and training and managing docents. In designing educational programming, the Director will look to create active engagement and build strong relationships with local, state, and national partners and stakeholders.

RESPONSIBILITIES

- Recruit, manage and train a diverse docent team to support learning for visitors of various ages and backgrounds
- Plan and implement innovative museum and community programs in partnerships with Museum Staff
- Expand and deepen relationships and collaboration with local and national educational partners through resource sharing, curricula design, workshop, tours and speaking engagements
- Collaborate with JAMO's Director of Collections and Exhibits on interpretation and coordinated programming for diverse audiences
- Convene a Museum Education Advisory Board consisting of local educators, docents, and other stakeholders to create responsive curricula and public programs
- Partner with Museum Director and staff on grant and funding opportunities in support of JAMO's educational and engagement mission
- Develop successful interactive educational programming for robot and traveling interactive resources
- Recruit, manage, and create assessment for JAMO Speakers Bureau
- Implement student internship program for local and international learners
- Attend community, cultural and educational events as a representative of the museum
- Contribute as a team member in support of JAMO functions and mission
- Target new audiences
- Manage schedules and budgets as needed

MINIMUM QUALIFICATIONS:

- A degree in museum education, K-12 education or the equivalent
- Familiarity with K-12 education standards
- Knowledge of Portland, Pacific Northwest and U. S History

THE IDEAL CANDIDATE WILL HAVE:

- Previous experience in Museum Education and a sense of the field and effective teaching practices
- Managerial experience
- Strong collaboration skills, including the ability to work as part of a team, establishing and maintaining effective working relationships with fellow staff, volunteers/interns, and diverse publics
- Excellent writing skills including ability to write curricula and experience with grants.
- Experience with conducting effective tours, training docents and developing inquiry-based engagements
- A valid driver's license and auto insurance.

SELECTION PROCESS

- An interview committee will review applications and generate a list of candidates to be interviewed
- Interviews will be conducted during the weeks of April 11th and April 18th, 2022

The Japanese American Museum of Oregon is an equal opportunity employer. We encourage applications from people of color, LGBTQ candidates, people with disabilities, and others who are underrepresented in history and cultural institutions

