Portland Museum of Art
Position Description

**Homer Colby Fellow**

Department: Learning and Community Collaboration  
Supervisor: Peggy L. Osher Director of Learning and Community Collaboration  
Effective Date: Summer 2022 (June – September), schedule to be determined with candidate

**GENERAL SUMMARY:**

Under the general supervision of the Peggy L. Osher Director of Learning and Community Collaboration, the Homer Colby Fellow works closely with Learning and Community Collaboration and Curatorial staff on the ongoing reinterpretation of the Winslow Homer Studio and initiatives related to audience building and accessibility. The Fellow works with other museum departments on projects that advance the Portland Museum of Art’s (PMA’s) overall mission.

The Homer Colby Fellow at the Portland Museum of Art is supported by the Lunder Homer Education Fund.

**ESSENTIAL JOB FUNCTIONS:**

- Works with Learning and Community Collaboration staff to conceptualize and prototype interpretative ideas in conjunction with research and project learning goals for the Winslow Homer Studio.
- Works to research, develop, organize, and implement digital and in-person programming related to the Winslow Homer Studio, including summer 2022 engagement opportunities and Cannon Rock Sessions.
- Proposes and develops strategies for digital engagement with the Winslow Homer Studio.
- Supports initiatives related to the garden and landscape elements of the Winslow Homer Studio.
- Assists in organization, planning, and preparation for Guide training program for Winslow Homer Studio Guides.
- Collaborates with Curatorial and Registration teams to improve object data and records and assists registrars and Curatorial staff with maintenance of interpretive materials in the galleries as needed.
- Assists Learning and Community Collaboration and Curatorial departments on executing day-to-day programming and interpretive projects.
- Assists with research on objects in the PMA collection to support Curatorial department’s collection and exhibition projects.
- Supports and leads programmatic initiatives related to the PMA’s multifaceted Diversity, Equity, Accessibility, and Inclusion initiatives, which are designed to promote inclusiveness, prevent discrimination, and create an organization that challenges and changes practices that present barriers.
- Performs special projects and other related duties as required, directed, or as the situation dictates.
- Complies with all PMA safety rules and procedures.

**SUPERVISORY RESPONSIBILITY:**

None.

**EDUCATION & EXPERIENCE:**

Rising sophomore, junior, senior or graduating senior at Colby College. Students studying Art/Museum Education, Art History, American Studies, or related fields are encouraged to apply.
QUALIFICATIONS:

◆ Strong interest in art, art history, research, and the museum world.
◆ Commitment to working and collaborating with colleagues and others outside the organization, such as other museum professionals, library staff, and artists.
◆ Ability to multi-task, organize work, and meet deadlines with careful attention to detail in a fast-paced, collaborative environment.
◆ Self-motivated with a desire to learn about museum education and curatorial processes.
◆ Must be able to work independently, be a proactive problem-solver, a flexible and creative thinker, and possess strong organizational skills.
◆ Proven written and oral communication skills, including ability to adhere to PMA brand charter and style guide, and ability to communicate effectively with constituents in-person, over the phone and via email.
◆ Ability to operate computers and assigned software, including Microsoft Office.
◆ Ability to establish, maintain, and foster positive and harmonious working relationships with coworkers and a variety of individuals contacted in the course of work.
◆ Ability to handle sensitive and confidential information with discretion.
◆ Ability to pass a criminal background check.

WORKING CONDITIONS & PHYSICAL DEMANDS:

This position may require remote work. The majority of work is performed in a normal office environment or in a museum or gallery setting, not subject to extremes of noise, temperature, odor, etc., and at the Winslow Homer Studio. Operates computer, printer, photocopier, scanner, and other office equipment. Work involves extended sitting and computer use. Local and occasional regional travel will be required for research and to the Winslow Homer Studio.

EQUAL OPPORTUNITY EMPLOYER

The PMA is an equal opportunity employer and values diversity at our museum. We do not discriminate on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, physical or mental disability, veteran status, status as a whistleblower, marital status, gender identity or expression, genetic information, or any other basis prohibited by applicable law.

TO APPLY

Please email a cover letter and résumé to: careers@portlandmuseum.org. Applications are due by March 18, 2022.