

Asia Society Career Opportunity

Location: New York
Position: Visitor Services Assistants, NYPP –
Events & Visitor Services - Code FY124
Posted: 9/8/11

Purpose:

Asia Society is in search of vibrant, computer-savvy, customer friendly Visitors Service staff members.

Responsibilities:

Duties include, but are not limited to:

- Coat check during gallery public hours.
- Receptionist and front desk duties.
- Administrative duties including work with Excel to assist Director of Events/Visitors Services.
- Flexibility for nights and weekends.

Benefits include an attractive hourly salary, flexibility of hours, and engaging atmosphere.

How to apply:

Please email your cover letter (indicating position reference code and salary requirements) and resume to: EventsVSjobs@asiasociety.org. Indicate job title in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.

Thank you for your interest in the position and Asia Society. Please subscribe to our online newsletters and receive information about Asia Society's programs and activities: <http://asiasociety.org/email-newsletter-signup>

The Asia Society is an equal-opportunity employer

Asia
Society



HONG KONG
HOUSTON
LOS ANGELES
MANILA
MELBOURNE
MUMBAI
NEW YORK
SAN FRANCISCO
SEOUL
SHANGHAI
WASHINGTON D.C.

WORLD HEADQUARTERS:
725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
www.asiasociety.org