

Asia Society Career Opportunity

Location: New York
Position: Events Manager (Grade 6) – Code FY1209
Posted: 9/20/2011

Purpose:

Under the direction and in co-operation with the Director, Events & Visitor Services, the Events Manager has responsibilities in the following areas:

1. Managing, directing and supervising events, both internal and external;
2. Garnering rental income through active solicitation (including client interactions and site tours)
3. Primary liaison between caterer and Asia Society
4. Creating and executing rental events with external clientele.

Responsibilities:

- Aggressive marketing and sales efforts to promote Asia Society as an exclusive rental venue. Handling busy phones regarding rental queries and catering coordination. Maintaining, creating and following up on extensive client lists in the interest of maximizing income potential of Asia Society space.
- Primary event and logistic managing for public programs and rentals, including overseeing, briefing and co-ordination of Asia Society support staff. Processing internal events forms and coordinating event details with program and support staff. Team supervising with maintenance, audio-visual, security, visitor's services and building services staff along with the catering staff.
- Proactive creation and upkeep of databases and systems including but not restricted to calendar/events management software, online Events Guide resources, floor plans and event photos.
- Handling calendar enquiries and bookings for in-house events and rental queries. Internal and external events financial management including billing, invoicing and record keeping.
- Supervisory duties including caterer direction in creating, planning and running a high volume of internal programs and external rentals.
- Enforcement of departmental regulations for internal Events as well as enforcement of building policies for rental clients to maintain a consistent brand identity.
- Orientations of new staff in accordance with Events Department policies.
- Work in close partnership with Audio Visual Manager to ensure all client and internal technical needs rentals and ultimate goals are fulfilled.

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

Asia Society Career Opportunity

- In the absence of Director, Events & Visitor Services, has authority to make decisions to ensure successful event outcomes.
- Additional duties as assigned by Director, Events & Visitor Services.

Requirements:

- BA degree preferred with 4-5 years work experience in events administration, sales or customer service.
- Proficient with Microsoft Office Suite.
- Excellent communication skills including writing skills for proposals and marketing. Detail oriented with ability to interpret contracts.
- Customer service mentality with ability to work with all levels of staff and the public. Ability to work evenings and weekends as necessary.
- Basic knowledge of Audio Visual equipment and usage helpful.

How to apply:

For positions in New York, please email your cover letter and resume, indicating position reference code FY1209 and salary requirements, to:

EventsVSjobs@asiasociety.org

Indicate job title and job code 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.

For benefits, go to: www.asiasociety.org/jobs

Thank you for your interest in this position. For further information about Asia Society, please subscribe to our online newsletter: <http://asiasociety.org/emailnewsletter-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