

Asia Society Job Opportunity

Location: New York

Position: Museum Publication Coordinator (Grade 5) – Code 1214

Posted: 1/19/12

Purpose:

Coordinate all published materials, including print and web, and provide administrative support.

Responsibilities:

- Coordinate exhibition and collection photography and provide images and information to departments within Asia Society;
- Manage image rights and reproductions, and maintenance of Museum photo archive;
- Manage content, edit, and coordinate implementation of exhibitions websites;
- Coordinate and oversee Museum's presence on AsiaSociety.org and exhibition mini-sites, including working with CMS.

In consultation with Associate Director of the Museum:

- Edit and proofread exhibition didactics, wall and label text, teacher guides, exhibition preview invitations, Events calendar entries, press releases, catalogue texts, and other departmental texts;
- Coordinate materials for designers and publishers;
- Coordinate exhibition and publication timelines;
- Coordinate content, design, and produce exhibition wall and label texts and maps and fabricate labels;
- Coordinate content, develop, edit, and coordinate production of audio tour;
- Coordinate acquisition and production of exhibition catalogue images; work with designers and printers to coordinate catalogue production;
- Coordinate museum book inventory and distribution within Asia Society and wholesalers.

General Museum duties:

- Performs general gallery checks and reports installation and/or maintenance problems.
- Some lifting, including boxes up to 40 lbs.
- Other duties as assigned.

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 Job Opportunity

Requirements:

- Bachelor's degree in Art History, Fine Arts/Architecture or Communications and 3-4 years experience in a Museum or Publishing position preferred.
- Excellent editing and writing skills and strong organizational skills.
- Proficient in Word, Photoshop, Filemaker (or equivalent database), Excel and experience in InDesign.
- Experience working with consultants, freelance designers and editors.
- Experience in book publication.
- Knowledge of exhibition installation and art handling, and strong knowledge of content management systems, social media, and working with web developers and designers.

How to apply:

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

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