



JOB DESCRIPTION

Job Title: Director of Exhibitions
Reports to: Executive Director
Classification: Full time/Exempt
Work Schedule: 40 hours a week; required to work some weekends and evenings

Organizational Summary:

With 11 locations across the globe, Asia Society is the leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among the peoples, leaders, and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future. Asia Society Texas Center operates as a separate 501(c)(3) organization and is an affiliate of the Asia Society global network.

Exhibitions at Asia Society Texas Center have pride of place in a 40,000 square-foot building designed by Yoshio Taniguchi and opened to the public in April 2012. Since opening, exhibitions have included *Treasures of Asian Art: A Rockefeller Legacy* (April – Oct 2012), showcasing major works from the Mr. and Mrs. John D. Rockefeller 3rd collection; *Contemporary Asian Art: Texas Connections* (April – Sep 2012), showcasing contemporary works on loan from local collectors and neighboring institutions; *Portraiture Now: Asian American Portraits of Encounter* (November 2012 – April 2013) organized by Smithsonian’s National Portrait Gallery; *kip fulbeck: part asian, 100% hapa* (November 2012 – April 2013), a collection of photographs dealing with race and identity; and most recently *Universe Is Flux: The Art of Tawara Yusaku* (June – September 2013) organized by the Indianapolis Museum of Art.

Position:

The successful candidate will be a multi-talented, collaborative and organized individual with a proven record of exhibition management and a solid knowledge of Asia as well as the Asian American community, locally, nationally and internationally. The Director of Exhibitions has charge of all public exhibition spaces at the Texas Center, including the Louisa Stude Sarofim Gallery, the Fayez Sarofim Grand Hall, and the North Gallery. Reporting to the Executive Director and managing contracted project staff, the Director of Exhibitions ensures that exhibitions fulfill the organization’s mission and maintain the highest level of professional conduct and practice. The Director oversees an exhibitions calendar including two major exhibitions per year plus corollary exhibitions, making recommendations for appropriate public programs to work in conjunction with the exhibitions.

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Responsibilities:

- Take the lead in the planning, development, design, and installation of all in-house and externally organized, travelling exhibitions.
- Review and negotiate all exhibition-related contracts, ensuring fulfillment of contractual obligations.
- Manage key vendors, staff, and contracted personnel including consulting curators, lighting designers, graphic designers, art installers, etc.
- Oversee wall construction, painting, lighting, framing, and development of display fixtures and mounts.
- Develop interactive exhibition elements that invite visitor participation.
- Make recommendations for programming to complement exhibitions, i.e. artists talks
- Advise on docent educational content.
- Administer budgets for all exhibitions.
- Work with graphic designers on to develop exhibition graphics, signage, and labels.
- Collaborate with communications departments on ads, marketing materials, press releases, etc.
- Collaborate with development department in fundraising for exhibitions.
- Collaborate with facility department to develop policies and procedures for exhibition activities.
- Establish 18-month exhibitions calendar.
- Serve as staff lead on exhibitions committee comprising of board members, advisory board members, and key funders.

Key Qualifications:

- Post-graduate degree from an accredited college or university in art, art history, museum administration, museum studies, or a related field.
- At least 2 to 5 years of experience with project management related to exhibitions.
- Awareness of environmental monitoring guidelines related to the display of art work.
- Experience with fine arts insurance.
- Ability to plan, prioritize, and meet deadlines. Strong budgeting skills.
- Ability to collaborate with staff, supporters, and outside vendors.
- Knowledge of standard museum loan and registration practices.
- Experience with art handling and knowledge of best practices.
- Interest and background in Asian art.
- Proven organizational skills, with strong ability to set priorities, manage multiple tasks, work independently and function under pressure.
- Strong ability to interact with the public and high-level individuals and work collaboratively with diverse constituencies.
- An understanding of, and an ability to articulate, the accomplishments and goals of an organization like the Asia Society.

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Other Information:

The Director of Exhibitions is a salaried position, full-time with benefits.

Personal Characteristics:

- Maturity, diplomacy, calm under pressure
- Strong interpersonal and team skills
- Strong communications skills, written and oral
- Resourcefulness and good judgment
- Values diversity of thought, backgrounds and perspectives
- Ability to multi-task while maintaining attention to detail
- Personal integrity and ethical standards

Requirements:

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed with this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills:

Ability to read, analyze and interpret timelines. Ability to respond effectively to sensitive inquiries or complaints. Ability to write a business letter. Comfortable and competent in speaking to vendors.

Reasoning Ability:

Ability to define problems, collect data, establish facts and draw valid conclusions.

Other Skills and Abilities:

Position requires demonstrated applied skills in word processing and spreadsheet operations, including but not limited to, Microsoft Office (Word, Excel and Power Point). Ability to work without direct supervision in a small office environment is required. Ability to hold a valid Driver's License and possess a car that can be used for work purposes.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

Compensation:

Commensurate with experience. Asia Society Texas Center offers an attractive benefits package.

Materials Required for Candidacy:

1. Cover letter
2. Resume
3. Background check required
4. Finalists will be required to provide three current references

RELOCATION:

Asia Society Texas Center does not provide compensation for interview travel or relocation expenses.

Please send resumes to:

Debra Yeang
Director of Human Resources
Asia Society Texas Center
1370 Southmore Blvd
Houston, Texas 77004
dyeang@asiasociety.org

No phone calls please.

For more information:

www.asiasociety.org/texas