

## Career Opportunity

**Location:** Mumbai  
**Position:** Programme Assistant  
**Posted:** February 2014

**Description:** The Programme Assistant is an integral member of the Asia Society India Centre Programming team and works on content development along with administrative aspects of the Centre's initiatives across business, policy, arts and culture.

The Programme Assistant researches current local and global trends to ideate relevant topics and speakers for events in Mumbai and across India. Additionally, he/she will assist in all aspects of event execution including marketing communications, social media, and logistics.

The Programme Assistant will have the opportunity to interact with local and global leaders who span the academic, business, and artistic world. The Programme Assistant will learn the process of programme development, from the early stages of creative idea generation, to identifying key players and target audience, to organizing and hosting a meaningful event. The Programme Assistant is a critical part of a dynamic, multicultural team, and has a voice in shaping the Asia Society India Centre.

### Responsibilities:

The responsibilities of the Programme Assistant will include but are not limited to:

- Assisting in developing and curating timely and relevant programming areas that are strategically aligned with Asia Society's broader institutional goals;
- Identifying a relevant and timely list of potential speakers and thought leaders from the Asian region;
- Assisting in communicating and networking with institutions, professionals and interfacing with prospective partners;
- Maintaining Asia Society's web presence, including institutional calendar, social media (Facebook and Twitter), pre- and post-event summaries and video highlights;
- Assisting with logistics, including liaising with headquarters in New York to maintain the website and video archive;
- Assisting in the Centre's public relations and communications work;
- Assisting in identifying funding opportunities and drafting series proposals.

### Requirements:

The applicant must possess:

- A bachelor's degree in economics, business, international affairs, political science, Asian studies, or related field;
- Minimum two years professional work experience preferably in programme development and/or administration or in the field of business, policy, or arts and culture;

- Strong oral and written communications skills in English; the ability to work independently and take initiative, but also function as a member of a programme team;
- Detail-oriented administrative capabilities; the ability to undertake diverse tasks and work on multiple projects concurrently;
- A demonstrated commitment to and knowledge of current political, economic, and cultural policies and developments in the countries of the Asian region;
- Proficient in the Microsoft Office Suite (Word, Excel, Power Point);
- Be open-minded and comfortable working in a multi-cultural, fast paced environment.

**How to Apply:**

E-mail, in a PDF or Word file, with the subject line ASIC Programme Assistant:

1) A cover letter, indicating your interest and qualifications for the position, 2) a resume, and 3) a writing sample (3-5 pp. max.), to:

[admin@asiasociety.org.in](mailto:admin@asiasociety.org.in)

Incomplete applications will not be considered. Due to the large volume of applications we receive, we are only able to contact those candidates selected for interviews. No phone calls, please.

Thank you for your interest in working with Asia Society India Centre.

*Asia Society is an equal-opportunity employer.*

**INDIA CENTRE:**

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