

# Asia Society Career Opportunity

**Location:** New York

**Position:** Production Manager, Education and Leadership (Grade 8)—Code 1419

**Application Deadline:** October 24, 2014

## Purpose:

The Production Manager is a leader on the team that supports the advancement of global competence in K-12 schools within the U.S., Asia, and other world regions. They have particular responsibility for production of curriculum, professional development, and promotional materials, working closely with colleagues and external consultants to ensure high-quality products are developed and delivered.

## Qualifications:

- In collaboration with the head of Global Learning Programs:
  - Conceptualize and design education products and services, and related development and delivery methods that advance the professional learning of educators of global competence.
  - Project-manage the production of digital and print professional development and curriculum resources materials, coordinating with staff and consultants.
  - Create production timelines, budgets and distribution plans, and manage development and billing to ensure that products are completed on time and within budget.
  - Oversee pilot implementation at training and school sites, documenting areas for improvement and adjust development accordingly.
- In collaboration with the Assistant Director, Content and Digital Strategy, develop appropriate materials for the public about Asia Society’s professional development and curriculum products. This might include articles, videos, and other content for Asia Society’s website and promotional materials such as brochures.
- Ensure that all final products conform to Asia Society’s high quality standards, style guide, branding guidelines, and copyright. Obtain and document permission to re-print copyrighted materials outside of Asia Society where necessary.
- Support best practice on the team in regards to production work, including helping all to understand and establish norms that align to creative fields: RFPs, scope of work, contracts, kick-off, discovery, idea prototyping, user testing, critique, understanding production norms, launch, dissemination.
- Keep abreast of developments in production, open education, accessibility and reach, role of digital in global education and curriculum, online education.
- Other duties as assigned.

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**WORLD HEADQUARTERS:**  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
[www.asiasociety.org](http://www.asiasociety.org)

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## Requirements:

- Undergraduate degree required; graduate degree preferred.
- 6-8 years related work experience required in content production, editing, production management, and graphic design, required, both digital and print experience preferred.
- Demonstrated knowledge of and strong interest in global education and K-12 education reform required.
- Experience managing people and projects, including external consultants, to deliver on time preferred.
- Strong command of English with good working knowledge of the Chicago Manual or AP style guides.
- Outstanding project management skills, with an ability to manage multiple internal stakeholders, freelancers and consultants, tasks, and projects simultaneously.
- Outstanding writing and editorial skills with excellent attention to detail.
- Design software fluency including InDesign, Illustrator, WordPress, and/or Photoshop required.
- Web production knowledge (CMS, HTML) helpful.
- Positive can-do attitude, able to develop creative solutions that meet the needs of multiple stakeholders.
- Interested in working with a high-performing, busy team and comfortable with working under deadlines.
- Able to grapple with complex educational issues and innovative education models and methodology.
- Be comfortable working collaboratively online with a geographically dispersed team.
- Capable of working in an entrepreneurial environment and comfortable with ambiguity.

## Competencies:

A Production Manager can:

- Understand all steps in the production process from initial concept to dissemination of final product and coordinate internally and externally to execute production of online, digital, and print curriculum and professional development content to meet the changing needs of teachers, schools, and coaches.
- Analyze market trends and dissemination/delivery models, interpreting focus group and pilot study responses for continuous improvement and iteration of materials.
- Understand what quality curriculum and professional development looks like and how it functions.
- Design aesthetically pleasing, user-friendly, and high-quality materials.

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- Communicate and collaborate effectively using appropriate communication strategies and project management technology tools.
- Select and advocate for appropriate online and offline formats and multimedia resources to communicate Asia Society content effectively to the target audience.
- Reflect on processes and outcomes in an effort to improve future design of products and execution of the production process.
- Multi-task and oversee numerous projects at once, moving more than one product forward simultaneously toward successful completion.
- Relate well with others, with the ability to develop productive working relationships with diverse stakeholders.

### How to apply:

For positions in New York, please email your cover letter and resume, indicating position reference code 1419 and salary requirements, to:

[Educationjobs@asiasociety.org](mailto:Educationjobs@asiasociety.org)

Indicate job title and job code in the subject line. **Please indicate if now or in the future you will require sponsorship for an immigration-related employment benefit.** 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.*

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