

Asia Society Career Opportunity

Location: New York

Position: Events and Visitor Services Assistant (Grade 2), Code 1512

Application Deadline: April 30, 2015

Purpose:

Assist the Director of Events and Visitor Services in general administration duties related to the efficient management of Asia Society's Events and Visitor Services Department.

Responsibilities:

- Meet and greet people at the front desk.
- Give information and assist public about the Asia Society in general and the events, such as films and lectures, on a particular day.
- Answering phones at the front desk and also box office when necessary.
- Sell tickets to the galleries and to Asia Society events.
- Sell and renew membership.
- Troubleshoot and handle online ticketing sales.
- Handle calendar enquiries and bookings for in-house events and rental enquiries.
- Schedule on-call staff.
- Train and supervise all new front desk volunteers and on-call staff
- Serve as a general information source for people who need information on other museums, neighboring community restaurants, and other public attractions.
- Click and tally Asia Society gallery visitors and other incoming guests.
- Check in guests for Asia Society events and rentals.
- Manage large crowds and traffic for multiple events during the day.
- Show and sell space to potential rental clients as needed.
- Quickly assesses seating arrangements for assigned seating events in order to make accommodations for guests as needed.
- Cover Coat Check as needed.
- Cover staff breaks as needed.
- Assist Director of Events and Visitor Services as needed in all aspects of the department including event and visitor services needs.
- Other duties as assigned.

Asia
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GLOBAL HEADQUARTERS
725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
www.AsiaSociety.org

Qualifications:

- Bachelor's degree preferred and 1-2 years related work experience in a cultural institution or museum.
- Team player, tactful, articulate, flexible, and friendly.
- Should be astute in order to be able to make intelligent decisions on the spot to resolve difficult situations.
- Proficient with Microsoft Office Suite (Outlook, Word, Excel).
- Raiser's Edge and Patron's Edge experience a plus.
- Available certain weekdays 12:00 noon to 8:00 pm and weekends, subject to change as needed.

How to Apply:

Please email your cover letter, resume, and salary requirements to:

eventsvsjobs@asiasociety.org

Indicate job title and reference code 1512 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.

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