

Asia Society Career Opportunity

Location: New York

Position: Executive Assistant, Museum (Grade 5), Code 1515

Application Deadline: March 2, 2015

Purpose:

Supports the Vice President in running the Museum, managing the daily flow of information, acting as liaison with staff, in particular the Museum Deputy Director, and performing a wide variety of administrative tasks involving initiative and independent judgment.

Responsibilities:

The Executive Assistant is responsible for a wide variety of administrative tasks, including:

- Scheduling appointments and arranging meetings for the Vice President, including travel arrangements and working closely on email correspondence prioritization.
- Collecting and assembling background materials for Vice President's daily schedule.
- Organizing and maintaining exhibition, publicity, and other departmental files.
- Processing reimbursements and invoices.
- Maintaining exhibition calendars on j:\drive and p:\drive.
- Galleries First Night openings and dinners: oversee the invitation list.
- Coordinate with outside curators, including the processing of reimbursements.
- Maintain the Bills Paid, Budget, and other general files.
- Track and maintain department office supplies.
- Receive calls and requests from the outside and within the Asia Society for the Museum.
- Respond to public inquiries.
- Distribute incoming correspondence and the department's mail.
- Manage and input data into address lists for the Museum.
- Maintain and update departmental calendars, including exhibitions, staff travel, and vacations.
- Other duties as assigned.

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Fax 212.517.8315
www.AsiaSociety.org

Qualifications:

- College degree with 3-4 years related work experience.
- Excellent computer administrative skills and proficiency with Microsoft Office Suite and database management, such as Filemaker.
- Excellent communication skills.
- Ability to prioritize and work on multiple tasks simultaneously, sometimes under pressure.
- Detail oriented, organized and able to work independently and as part of a team.
- Interest in Asian art a plus.

How to apply:

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

museumjobs@asiasociety.org

Indicate job title and reference code 1515 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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