**Asia Society Career Opportunity**

**Location: New York**

**Position: Executive Associate, Museum (Grade 6) Code 1616**

**Purpose:**

Supports the Vice President in daily running the Museum, managing the daily flow of information, acting as liaison with staff. In particular, working closely with the Museum Deputy Director on museum administrative tasks, requiring initiative and independent judgment.

**Responsibilities:**

The Executive Associate 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
* Maintain membership lists of Museum Committees and coordinate meetings and correspondence
* 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.

**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.

**Competencies:**

**Leadership:**

* Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals
* Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

**Professional and Results-Oriented:**

* Seeks to consistently produce results that achieve goals and objectives
* Conscientious and efficient in meeting commitments and observing deadlines
* Able to work independently with minimum supervision
* Good judgment, tact and discretion
* Ability to translate ideas into action

**Collaboration and Teamwork:**

* Excellent skills in communicating with people from different cultures, backgrounds, and across time zones
* Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships
* Acts as a global facilitator to have conversations, exchange ideas and build understanding

**Innovation:**

* Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking)
* Uses technology for impact, reach and efficiency, such as through social media, databases, etc.

**Technical Expertise:**

* Professional competencies in the related field of work
* Recognizes trends in theory and practice of one’s own technical area and effectively prepares for anticipated changes

**How to Apply:**

Please email your cover letter, resume, and salary requirements to museumjobs@asiasociety.org Indicate job title and reference code 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.

