



Job Title: Performing Arts and Culture Program Coordinator
Reports to: Director of Performing Arts & Culture
Classification: Part time/Non-Exempt
Work Schedule: 20 hours per week; required to work some evenings and weekends

Organizational Summary:

Asia Society Texas Center is located in the heart of Houston’s tranquil Museum District and is housed in the stunningly beautiful building at 1370 Southmore Boulevard, designed by famed architect Yoshio Taniguchi.

With 11 locations throughout the world, Asia Society is the leading educational organization promoting mutual understanding and strengthening partnerships among the peoples, leaders, and institutions of Asia and the United States.

Asia Society Texas Center executes the global mission with a local focus, enriching and engaging the vast diversity of Houston through innovative, relevant programs in arts and culture, business and policy, education, and community outreach. Asia Society Texas Center operates as a separate 501(c)(3) organization and is an affiliate of the Asia Society global network.

Position:

This position supports all aspects of production and administration of Performing Arts and Culture (PAC) programs. The PAC Programs Coordinator works closely with the Director of Performing Arts and Culture to formulate, develop, and coordinate performances, panel discussions, lectures, films, and other events, including all aspects of production and coordination. Additionally, the PAC Programs Coordinator works with various collaborators, including speakers, filmmakers, artists, press, funders, technicians, community partners, and Patron Service staff.

Job Responsibilities:

This position entails the following areas of responsibility:

General Administration:

- Provides general program assistance to PAC Director
- Conducts research for programs-in-development and potential programs
- Helps develop program notes and contextual materials for performances and other programs
- Liaises with speakers, artists, collaborators, cosponsors, and other program participants
- Crafts contextual and framing questions for web content and programmatic offerings
- Helps to coordinate scheduling and communication with PAC program committee, including minute keeping and dissemination of appropriate materials
- Other duties as assigned

Program Coordination/Production:

- Helps to develop and coordinate event/production logistics, including event staffing, artist services, patron services, catering, scheduling, program notes/playbill, travel arrangements, visa applications, marketing material development, and media sharing with program partners or co-sponsors
- As appropriate, assists Production Manager with technical- and production-related details such as A/V, lighting, microphone operation, etc.
- Tracks and maintains program registration and actual attendance
- In general, works with all staff such as assisting with the institutional calendar, compiling lists and other data requests, budget tracking, and research
- Other duties as assigned

Qualifications:

- Bachelor's degree and 2-3 years' experience with performing arts, cultural, or non-profit programming
- Team player, comfortable and effective working with all levels of staff and with diverse groups of people from different cultures
- Understanding of basic practice of performing arts, cultural, or non-profit organizations, including but not limited to contracts, budgets, touring, production, and presenting tasks
- Proficient with Microsoft Office suite including MS Word, PowerPoint, Excel, and Outlook
- Knowledge or curiosity of Asia and Asian arts and cultural matters is desirable

Personal Characteristics:

- Maturity, calm under pressure
- Strong written and oral communications skills
- Demonstrated flexibility, resourcefulness, and good judgment
- Values diversity of thought, backgrounds, and perspectives
- Ability to multi-task and maintain vigilant attention to details while meeting deadlines
- Personal integrity and ethical standards
- Constantly looking to apply best practices
- Predisposition to mentor and subsequently increase responsibilities as the position develops

Requirements:

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed with this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills:

Ability to read, analyze, and interpret event quotes and timelines. Ability to respond effectively to sensitive inquiries and complaints. Comfortable and competent in speaking with visitors.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Other Skills and Abilities:

Position requires demonstrated applied skills in communication, word processing, and spreadsheet operations, including but not limited to, Microsoft Office (Outlook, Word, Excel, and Power Point) and the ability to learn other software. Ability to work without direct supervision in a small office environment is required. Ability to hold a valid Driver's License and possess a car that can be used for work purposes.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

Relocation Expenses:

No relocation costs or travel for interviews can be offered by Asia Society Texas Center.

Please send resume, cover letter, and two writing samples to:

Human Resources Department
Asia Society Texas Center
1370 Southmore Blvd
Houston, Texas 77004

Or email to:

hrdept@asiasociety.org

Subject line: Performing Arts and Culture Program Coordinator

No phone calls, please.