

Asia Society Career Opportunity

Location: Los Angeles

Position: Program Manager, Asia Society Southern California Center (Grade 6) – Code 1617

Purpose:

Asia Society Southern California (ASSC) is seeking a program manager to assist with the development, coordination, and execution of the Center's programs and events. The ideal candidate will be well-versed in a range of topics, including policy, business, arts and culture, and will have a particular interest in media and entertainment. Reporting to the Executive Director, the Program Officer will work with the Executive and Assistant Directors on event planning and event management, with a focus on the U.S.-China Film Summit and media-related programs.

Responsibilities:

Program Development

- Assist with developing strategy to bring high-quality initiatives, programs, and public events to advance Asia Society's mission in Southern California and beyond
- Provide intellectual and administrative leadership on programs in media and entertainment, while assisting programs in other areas, such as business, policy, Asian-American issues and culture
- Assist with developing marketing strategy and promotional materials for ASSC programs
- Work with partners and other organizations to build relationships and advance ASSC's program goals

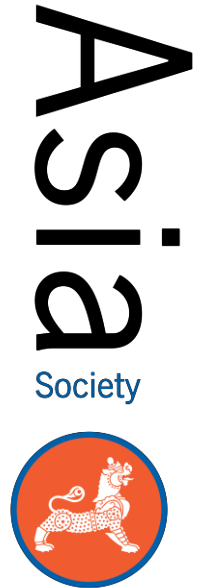
Project Management

- Assist with managing resources to ensure successful completion of programs and projects, and oversee volunteers, where appropriate

Program Execution

- Assist with managing program logistics, including issuing invitations and all correspondence, managing guest speakers, and securing venue and A/V needs
- Assist with managing on-site logistics at public and private events; liaise with high-level participants, Asia Society Board and Trustees, Asia Society members, and the general public

Other duties as assigned



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www.AsiaSociety.org

Qualifications:

- Bachelor's or advanced degree in business, finance, public policy, international relations, cultural studies with a focus on Asia and/or U.S.-Asia relations
- At least 2 years of experience in a related field (3-4 preferred); demonstrated experience and knowledge working on Asia and/or U.S.-Asia relations and in program management preferred
- Strong written and verbal communications skills with attention to detail
- Spoken and written fluency in Chinese (Putongua) and an ability to translate written material from English to Chinese
- Strong organizational skills, with the ability to multi-task in a high-paced environment
- Experience in managing projects to ensure timely completion of deliverables highly desirable
- Knowledge of web and social media marketing; proficient in Microsoft Office, with knowledge of design software desirable
- Availability for evening events required, and travel in the U.S., to Asia, and elsewhere may also be required

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 and resume indicating salary requirements to: jkarp@asiasociety.org. Indicate job title and job 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.

The Asia Society is an equal-opportunity employer.