



JOB DESCRIPTION

Job Title: Exhibitions Coordinator
Reports to: Director of Exhibitions
Classification: Full time/Exempt
Work Schedule: 40 hours a week; required to work some weekends and evenings

Organizational Summary:

With 11 locations across the globe, Asia Society is the leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among the peoples, leaders, and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future. Asia Society Texas Center operates as a separate 501(c)(3) organization and is an affiliate of the Asia Society global network.

Exhibitions at Asia Society Texas Center have pride of place in a 40,000 square-foot building designed by Yoshio Taniguchi and opened to the public in April 2012. Since opening, exhibitions have included *Treasures of Asian Art: A Rockefeller Legacy* (April – Oct 2012), showcasing major works from the Mr. and Mrs. John D. Rockefeller 3rd collection; *Contemporary Asian Art: Texas Connections* (April – Sep 2012), showcasing contemporary works on loan from local collectors and neighboring institutions; *Portraiture Now: Asian American Portraits of Encounter* (November 2012 – April 2013) organized by Smithsonian's National Portrait Gallery; and *kip fulbeck: part asian, 100% hapa* (November 2012 – April 2013), a collection of photographs dealing with race and identity, among others.

Position:

This staff member assists the Director of Exhibitions in all elements of exhibition development, planning, and realization. He or she is responsible for the physical care and arrangements for assigned temporary exhibitions and loans, and for management of tours of exhibitions organized by Asia Society Texas Center (ASTC) as assigned, along with other departmental duties.

Responsibilities:

1. Coordinate all practical arrangements for each exhibition, including display preparation, design liaison, contract and loan agreement preparation, loan negotiations, condition checking, packing, transport, insurance, couriers, installation, and photography. Manage the care and handling of objects loaned for exhibition, including shipping, condition reporting, and temporary storage.
2. Provide general curatorial assistance in the planning and organization of exhibitions, including research and logistical support in the preparation of checklists, loan requests, exhibition catalogues, didactic materials, interpretive labels, and other exhibition-related materials. Support exhibitions from inception to installation by assisting in duties including conceptual outline, selection of objects, research,

JOB DESCRIPTION

writing, interpretation, implementation, budget development and oversight, and fundraising. Coordinate, assist, and work closely with the curator of each exhibition to develop the object list, confirm loans, edit, and proofread all gallery text and label copy, press releases, and gallery guides when required.

3. Assist with early planning for touring exhibitions, including: preparing content summaries; seeking and securing tour venues; preparing and negotiating loan agreements and contracts. Liaise closely with all tour venues on the practical arrangements for each allocated exhibition, including: design, loan negotiation and agreements, condition checking, packing, transport, indemnity and insurance, couriers and installation.
4. Assist with development and implementation of short- and long-range program plans; assist with compilation, implementation, and oversight of exhibition budgets.
5. Develop and assist with the production of online content and interactives related to the exhibitions. Participate in programs related to ASTC exhibitions including presentations, gallery tours, staff and docent training, and special events.
6. Field inquiries and conduct tours for special groups and individuals.
7. Assist with evaluation of proposed exhibitions.
8. Maintain confidentiality regarding all sensitive exhibition information.
9. Other duties as assigned.

Key Qualifications:

- Bachelor's degree from an accredited college or university in art, art history, museum administration, museum studies, or a related field.
- At least 3-5 years of experience in museum exhibitions.
- Awareness of environmental monitoring guidelines related to the display of art work.
- Experience with fine arts insurance.
- Ability to plan, prioritize, and meet deadlines. Strong budgeting skills.
- Ability to collaborate with staff, supporters, and outside vendors.
- Knowledge of standard museum loan and registration practices.
- Experience with art handling and knowledge of best practices.
- Demonstrated experience with Asian art required, knowledge of an Asian language preferred.
- Proven organizational skills, with strong ability to set priorities, manage multiple tasks, work independently, and function under pressure.

JOB DESCRIPTION

- Strong ability to interact with the public and high-level individuals and work collaboratively with diverse constituencies.
- An understanding of, and an ability to articulate, the accomplishments and goals of an organization like the Asia Society.

Personal Characteristics:

- Maturity, diplomacy, calm under pressure
- Strong interpersonal and team skills
- Strong communications skills, written and oral
- Resourcefulness and good judgment
- Values diversity of thought, backgrounds and perspectives
- Ability to multi-task while maintaining attention to detail
- Personal integrity and ethical standards

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 timelines. Ability to respond effectively to sensitive inquiries or complaints. Ability to write a business letter. Comfortable and competent in speaking to vendors.

Reasoning Ability:

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

Other Skills and Abilities:

Position requires demonstrated applied skills in word processing and spreadsheet operations, including but not limited to, Microsoft Office (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.

JOB DESCRIPTION

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 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 30 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.

Compensation:

Commensurate with experience. Asia Society Texas Center offers an attractive benefits package.

Relocation:

Asia Society Texas Center does not provide compensation for interview travel nor relocation expenses.

Materials Required for Candidacy:

1. Cover letter
2. Resume
3. Background check required
4. Finalists will be required to provide three current references

HOW TO APPLY:

Please email your cover letter and resume indicating position and salary requirements to: Human Resources Department, HRDept@asiasociety.org. Indicate job title 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.