

# Asia Society Career Opportunity

**Location:** New York

**Application Deadline:** July 6, 2015

**Position:** Visitor Services and Events Assistant, Events & Visitor Services (Grade 2)  
- Code 1536

## **Purpose:**

Assist Director of Events and Visitor Services and other Department staff in general administration duties related to the efficient management of Asia Society's Events and Visitor Services department.

## **Responsibilities:**

### **Front Desk:**

- Meet and greet people at the front desk
- Give information and assist public about the Asia Society in general and the events, such as films and lectures on a particular day
- Answer phones at the front desk and also Box Office when necessary
- Sell tickets to the galleries and to Asia Society events
- Sell and renew membership
- Train and supervise all new front desk volunteers and on call staff
- Serve as a general information source for people who need information on other museums, neighboring community restaurants and other public attractions
- Click and tally Asia Society gallery visitors and other incoming guests
- Check in guests for Asia Society events and rentals
- Assess seating arrangements for assigned seating events in order to make accommodations for guests as needed
- Manage large crowds and traffic for multiple events during the day

### **Other:**

- Assist Director of Events and Visitor Services, as needed, in all aspects of the department, working with other departments as necessary
- Troubleshoot and handle online ticketing sales for the Box Office as needed
- Cover Coat Check as needed
- Cover staff breaks as needed
- Other duties as assigned

### **Qualifications:**

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**WORLD HEADQUARTERS:**  
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New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
[www.asiasociety.org](http://www.asiasociety.org)

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- Bachelor's degree preferred and 1-2 years related work experience in a cultural institution or museum.
- Team player that is tactful, articulate, flexible and friendly.
- Should be astute in order to be able to make intelligent decisions on the spot to resolve difficult situations.
- Proficient with Microsoft Office Suite (Outlook, Word, Excel)
- Raiser's Edge and Patron's Edge experience a plus
- Available for certain weekday evening events and sometimes over weekends, subject to change as needed.

### Competencies:

- Professionalism: Excellent judgment, tact, discretion and punctual
- Creativity: Ability to solve problems under pressure
- Communications: Ability to effectively communicate, particularly with the public
- Teamwork: Very good interpersonal skills

### How to apply:

For positions in New York, please email your cover letter and resume indicating position reference code and salary requirements to: [eventsvsjobs@asiasociety.org](mailto:eventsvsjobs@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.*

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