



Founded in 1956 by John D. Rockefeller 3<sup>rd</sup> in New York, the Asia Society is a leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among 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 Hong Kong Center is an affiliate of the Asia Society and is now looking for a high caliber candidate to fill the following position:

### **ASSISTANT PROGRAM MANAGER (VISUAL ARTS EDUCATION)**

#### ***Responsibilities:***

- Report to Head of Programs (Arts & Culture);
- Develop educational resources and lead in conducting educational activities for students of different age groups to enhance their understanding of the content of exhibitions presented by the Hong Kong Center;
- Work closely with the Asia Society Gallery team to identify themes of educational value based on each exhibition;
- Liaise with schools, teachers, relevant institutions and government departments to promote the use of the educational resources and activities;
- Research and develop arts and culture public programs for general audience related to visual arts;
- Build a network of and manage relationships with prospective schools, institutions, educators, not-for profit, and private arts organizations;
- Produce program-related marketing materials, and manage outreach of educational, and visual arts public programs; and
- Other arts and culture program assignments as required.

#### ***Requirements:***

- Degree holder in Arts, Museum Education or related disciplines;
- Minimum 5 years' relevant experience in arts education and administration;
- Knowledge of traditional and contemporary art and culture in all media;
- Broad knowledge of education—research, local curriculum development, school organization, teaching, policy;
- Excellent command of spoken and written English and Chinese (Mandarin would be a plus);
- Flexibility regarding schedule as many programs held in evenings and at weekends; and
- Self-starter with ability to work independently under pressure with minimal supervision.

Attractive remuneration package commensurate with qualifications and experience will be offered to the right candidate. Interested parties please apply with full resume stating date of availability and expected salary to [hrhk@asiasociety.org](mailto:hrhk@asiasociety.org).

All personal data collected will be used for recruitment purpose only. Applicants not hearing from us within 2 months may consider their applications unsuccessful and all personal data supplied will be destroyed within 6 months.