

JOB DESCRIPTION

Job Title:	Director of Education & Outreach
Reports to:	President
Classification:	Full Time - Exempt
Work Schedule:	Min. 40 hours per week; will be required to work some evenings and weekends.

Organizational Summary:

With 12 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 Overview: Asia Society seeks an Education & Outreach Director to lead the work of the educational pillar. The Education & Outreach Director will be responsible for developing content and curriculum materials tethered to TEKS for school tours of the exhibitions; developing an innovative educational experience for students (K – 12th grade) covering art, culture, global competency, culinary, etc.; planning and creating the future educational interactive (hi-tech) exhibition in the North Gallery space; and overseeing educational outreach programs including: family days, food workshops, language classes, health classes, adult workshops, spring break programs, and summer camps. The successful candidate will have a proven record of educational program administration, knowledge of art education and Asia.

Responsibilities:

Educational Related

- Serve as chief ASTC liaison to the various ISD's, charter schools, public and private schools in and around Houston, and other educational organizations locally, nationally, and internationally.
- Planning, management, and execution of the future educational exhibition in the North Gallery space. Liaise with partners, consultants, advisory council, and the steering task force to transform the North Gallery into a space that welcomes visitors offering interactive displays and content-rich modules and a comprehensive educational exhibition experience for students.
- Create a new and innovative educational experience for students covering art, culture, global competency, culinary, etc. (school tours). Activate the usage of the entire building (auditorium, café, Allen Center, etc.). Target goal is to have a minimum of 3 school tours per week.
- Serve as the lead liaison for three committees (E&O, Educational Exhibition Advisory Council, and Steering taskforce committee). Recruit committee members with President and Chair, manage all related committees' work, etc.
- In collaboration with the Curator/Director of Exhibitions on the conceptualization, creation and execution of educational projects to support exhibitions that are tethered to state standards with

strong educational content that appeals to both educators and students. Develop docent training packets for 4-6 exhibitions annually and assist Director of Exhibitions in training the docent corps.

- Manage and cultivate the docent corps.

Planning & Management

- Plan and execute a strategic, well-balanced schedule for education & outreach (E&O) programs. E&O programs include adult learning (language classes, health classes, adult workshops etc.), school tours, spring break programs, summer camps (4 camps), docent training, educator workshops, food workshops, and family days.
- Supervise contractors and volunteers that will help in execution of all educational and family programs.
- Grow revenue bearing education programs including but not limited to: adult education, summer camps, school tours, and family programs.

Outreach

- Assist the performing arts and culture director in execution of AsiaFest, an annual festival celebrating Asian-Pacific Heritage Month.

Administration

- Negotiate, prepare, administer, and monitor MOAs/agreements with contractors involved in the delivery of programs.
- Develop and manage all budgets, expenditures and data related to pillar.
- Assist Development Team in identifying and cultivating program underwriters and sponsors.
- Work closely with the Communications Team to promote E&O programs.
- Other duties as assigned.

Qualifications:

- Bachelor degree or Master degree (preferred) in education.
- A minimum of five years experience in education administration, teaching, museum or arts education, and program development.
- Outgoing personality, able to relate to people of all ages, from toddlers to adults, and from diverse socio-economic and ethnic backgrounds.
- Strong ability to interact with the public and high-level individuals and work collaboratively with diverse constituencies.
- Outstanding written and verbal communication skills; high level of diplomacy and tact.
- Proven organizational skills, with strong ability to set priorities, manage multiple projects, work independently, demonstrate initiative and perform under pressure.
- Experience and/or background in Asian arts and cultures. Strong knowledge of Asia and a willingness to learn quickly. A passion for the diverse work of Asia Society, and a strong desire to make a difference.
- Ability to create multi-faceted set of educational programs from the ground-up.
- Highly organized and accurate, with attention to detail.

Personal Characteristics:

- Exercise good judgement, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Values diversity of thought, background and perspective.
- Ability to multi-task in a fast paced environment while maintaining attention to detail and meeting deadlines.

- Personal integrity and ethical standards.

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 their hands and arms to handle, reach, or feel; and talk and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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.

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. Finalists will be required to provide three current references and complete a background check.