

# Asia Society Career Opportunity

**Location:** New York

**Position:** Part Time Event Coordinator

**Code** 1907

## **PURPOSE:**

The Event Coordinator will work collaboratively as part of a highly motivated energetic team in a fast paced entrepreneurial environment to plan, coordinate and execute various types of events from start to finish. The Event Coordinator is responsible for interacting with the Event Administrator, colleagues, clients and vendors to successfully manage event logistics along with key administrative and marketing functions. A customer service focused attitude along with a proactive, process improvement nature and the ability to multi task and think creatively are key. Availability to work nights and weekends is essential.

## **RESPONSIBILITIES:**

- Managing and monitoring the department's interdepartmental and rental event calendar
- Interacting with colleagues to reserve space and complete event forms
- Working with event administrator, colleagues, clients, support staff and vendors to plan, coordinate and execute various types of events
- Drafting emails to colleagues, clients, support staff and vendors in an effort to communicate event details, floor plans, logistics and staffing requirements
- Managing logistics for internal and rental events
- Working closely with caterer and support staff to ensure that needs/deadlines are met and schedules are accommodated
- Venue preparation
- Working events, overseeing set up and tear down
- Preparation of invoices
- Other duties as assigned

## **QUALIFICATIONS:**

- Bachelor's degree in hospitality management or related field
- Minimum of 2 years' experience in relevant event coordination/operations
- Flexible schedule and an ability to work nights and weekends to accommodate business

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725 Park Avenue  
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- demands
- Event coordination and administration
  - Ability to work independently and as part of a dedicated team
  - Capable of working with internal and external teams and partners
  - Ability to work under strict deadlines
  - Understanding of exceptional customer service
  - Proficient computer skills including Microsoft Office, Google Platforms, Event software, Social Tables
  - Effective communications and writing skills
  - Strong organizational skills
  - Ability to multi task and work well under pressure
  - Detail oriented
  - Ability to troubleshoot and problem solve
  - Process improvement oriented



## HOW TO APPLY:

Please email your cover letter, resume, and salary requirements to [asiastorejobs@asiasociety.org](mailto:asiastorejobs@asiasociety.org) Indicate job title and reference code 1907 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.

Asia Society is an equal opportunity employer.

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