**Asia Society Career Opportunity**

**Location: New York**

**Position: Executive Director, Global Artistic Programs**

**Code 1918**

**PURPOSE:**

The Executive Director (ED) manages the day-to-day activities of the Arts division, creates and enforces policies and internal communications mechanisms that ensure the Arts team operates in a uniform and efficient manner. The ED deputizes for the Vice-President and works closely with the Arts team to ensure integration between the visual arts, performing arts, film and literary programs. In close coordination with the Vice President, he/she will manage the operations, strategic planning, goal setting, implementation, budgeting and long-term forecasting, and evaluation of all global arts initiatives. He/she will also play a key role representing the arts division within Asia Society and externally. Specific responsibility for the realization of artistic programs of the Asia Society and develop interdisciplinary collaborations among content specialists in line with the artistic direction set by the Vice President, Global Artistic Programs.

**RESPONSIBILITIES:**

* Work with the Vice President, Global Artistic Programs to develop innovative and integrated artistic programming.
* Develop three year work plans for artistic programs under the guidance of the Vice President. Primary responsibility for ensuring impactful outcomes.
* Develop processes and platforms for collaboration with the Asia Society Museum and other departments, including global centers to ensure efficient use of resources and to widen the impact of our programs.
* Research and develop initiatives to profile and position the Museum as a center for artistic innovation in Asian art across the arts ecosystem.
* Oversee overall management of the department including curatorial.
* Working with external affairs, to set fundraising goals, cultivation and securing of prospective donors for cultural programs, including the timely provision of content for grant and sponsorship proposals.
* Demonstrated knowledge of strategic arts marketing and positioning of contemporary art.
* Track trends and opportunities in the field and propose programs to attract new audiences to Asia Society. Work with the Vice President, Global Artistic Programs to evaluate and propose improvements to programs.
* Develop systems and processes to work with Marketing, Communications, Online initiatives to better promote programs. Ensure the timely delivery of program information for marketing and online outreach.

**REQUIREMENTS:**

* Bachelor’s degree, with at least 10 years’ experience in the arts and creative sector including working knowledge of the commercial arts sector
* Knowledge of Asian arts and cultures, proficiency in at least one Asian language is preferred.
* Understanding of the creative arts ecology and trends (performing arts, film, family programs) in New York and throughout the country and Asia, willingness to work collaboratively with other institutions and organizations. Sensitivity to the visual arts eco-system and its recent changes.
* Strong management capabilities and able to manage given resources efficiently. Ability to support fund-raising.
* Ability to work cross-culturally with artists and collectors from different educational and cultural backgrounds as well as familiarity with both non-profit and commercial arts sector.
* Proficient in Microsoft Office, photo shop and other relevant software.

**How To Apply:**

Please email your cover letter, resume, and salary requirements to

[museumjobs@asiasociety.org](mailto:museumjobs@asiasociety.org) Indicate job title and reference code 1918 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.