

<b>Job Title</b>	Program Manager	<b>Location</b>	Sydney
<b>Reports To</b>	Director, Programs	<b>Type</b>	Full-time

### Overview of the Position

*Asia Society Australia seeks a highly motivated Program Manager who will lead our world-class programs in Sydney. You will be responsible for shaping, planning, delivery, communication and promotion of Asia Society Australia's executive and member events and public programs in the heart of Sydney's financial and business district.*

*This critical role liaises with key businesses, diplomats, and policy makers at the forefront of Australia's relationship with Asia. We seek a self-starter and multi-tasker who has a passion for international affairs, has experience managing diverse and complex events and attracting and engaging audiences, and can work independently and in tandem with a friendly and dynamic national team.*

### Key Duties

- Manage the delivery and implementation of NSW-based member and public programs, overseeing all aspects of the program from idea to execution. This includes:
  - Writing program briefs and conducting relevant research on speakers and content
  - Contractor liaison including venue hire and external AV needs
  - Speaker liaison
  - Event system management using programs including Zkipster, Salesforce, Zoom and Microsoft Teams
  - Guest and member management in consultation with Business Development team
  - Communications tasks related to programming including website event listings and social media in consultation with the Communications team
  - Correspondence and diary management
- Manage visit schedules of international guests including the coordination of travel, accommodation, and meetings
- Work with Director of Programs and Executive Director to curate NSW audience-specific programs on Asia and Australia-Asia relations
- Stakeholder liaison including member relationships, fellows, contractors (including venue staff)
- Manage one of Asia Society Australia's part-time associate staff members in consultation with the wider team.
- Develop and oversee management of project budgets where relevant in consultation with Director, Programs

- Work collaboratively with the wider Asia Society team to deliver seamless service and the best engagement experience for members and supporters.
- Other duties as required by the organisation.

Selection Criteria	Essential	Desirable
<b>Qualifications</b>		
Bachelor's degree or higher in Arts, Communications, International Studies, Event Management or related field	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Experience</b>		
3-5 years + of relevant work experience in event and program management in a corporate, academic or not-for-profit setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Established network of contacts in international relations across the fields of business, government, civil society and youth sectors in Australia.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Knowledge</b>		
Proven ability to manage, coordinate and execute projects and events from start to finish	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent relationship management skills with strong ability to interact with public and senior business, government and cultural stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Impeccable time management skills with the ability to juggle multiple projects, work independently and prioritise tasks efficiently	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent attention to detail and accuracy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong communication skills, both written and verbal, with experience delivering digital communication campaigns	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interest and/or work experience in Asia, ideally demonstrating some general knowledge on Asia / international relations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong project management skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>IT and System Skills</b>		
Proficient in Microsoft Office Suite	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Event Management and invitation systems, such as Zkipster and Autopilot	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customer Relationship Manager (CRM) Systems (Salesforce)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Social media platform management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Other</b>		
Ability to work in a small, productive team with tight timelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work independently on multiple projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to travel interstate when required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work before/after standard business hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>To Apply</b>		
<b>Position Enquiries:</b> James Scullin – Director, Programs - <a href="mailto:jscullin@asiasociety.org">jscullin@asiasociety.org</a>		
<b>How to apply:</b>		

1. Please e-mail your CV and a cover letter addressing the selection criteria in one Word or PDF document to [programaustralia@asiasociety.org](mailto:programaustralia@asiasociety.org) by **COB FRIDAY the 17<sup>th</sup> of October**
2. Please indicate the job title in the subject line.