

Asia Society Career Opportunity

Location: New York

Position: Deputy Director, Global Artistic Programs and Deputy Director,
Asia Society Museum

Code 2201

PURPOSE:

The Deputy Director (DD) manages the day-to-day activities of the Global Arts division, creates and enforces policies and internal communications mechanisms that ensure the Global Arts team operates in a uniform and efficient manner, commensurate with the vision and direction of the Vice President, Global Artistic Programs and Director, Asia Society Museum. The DD deputizes and works closely with the Global 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 Global Arts division within Asia Society and externally.

RESPONSIBILITIES:

Operations, Planning, and Budget Management

- Coordinate with the Vice President to manage the division's operations including strategic planning, goal setting, monitoring, and evaluation.
- Prepare work plans and annual and project budgets; engage in budgetary forecasting and long-term forecasting, ensure that long-term strategic planning is guided by realistic projections, including examining historic and projected trend lines in both costs (e.g. staffing, direct research, indirect costs) and revenues.
- Together with the Vice President and the Society's Operations Department, manage an ongoing, transparent process that better integrates budget with revenues, revenue planning, forecasts, and risk assessment.
- Create and implement systems and processes to manage deliverables relating to exhibitions, publications, and artistic programs, including research support/consultants, deliverables, and outreach events in ways that ensure the team's research, policy, communications, partnership, fundraising, events, and administrative functions are operating in an integrated fashion, with efficiency, cost-effectiveness, and highest quality to maximize impact, in close consultation with the Vice President.
- Manage Netsuite PO/Invoicing approvals, including Concur expense reports
- Support Vice President to interface with General Counsel and Finance departments.
- Support VP in managing personnel issues, including bi-weekly entry into Paycom of staff approved hours and time off requests.

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

HONG KONG
HOUSTON
LOS ANGELES
MANILA
MELBOURNE
MUMBAI
NEW YORK
SAN FRANCISCO
SEOUL
SYDNEY
TOKYO
WASHINGTON, D.C.
ZURICH

725 Park Avenue
New York, NY 10021-5088
Phone/Fax 212.288.6400
AsiaSociety.org

- Manage the day-to-day work of staff and assist in managing/coordinating the deliverables as set out.
- The DD will be the delegate for the Vice President.
- Monitor monthly financial reports of the NYC Museum and Global Arts initiatives as needed.
- Help evaluate the effectiveness of events, projects, and processes to inform future investment of time and resources in these efforts.
- Act as a coordinator within the department to share information across the organization and arrange deliverables related to agreed plans, goals, timelines, etc.
- Ensure compliance with the Society's policies and practices and support implementation and internal communications of such policies and practices.
- Develop guest curator, programmer, and all external consultant agreements/contracts

Project Management

- Manage Global Artistic projects/initiatives, including Publications, Arts and Museums Summit, "Asia Society at the Movies", Family Days, Archives of Asian Art, and the benefits gala as well as other initiatives as directed by the Vice President.
- Work with the Vice President to develop and implement an innovative program of visual, performing arts, film, literary arts, and education initiatives to support the artistic vision of the former.
- Assist in the development of new and current projects, including researching and vetting areas of work.
- Work in close collaboration with colleagues to coordinate the dissemination and promotion of the Society's work to policy makers, arts opinion leaders, and the broader artistic community in the USA and Asian capitals.
- Assist in assessing, designing, and continuously improving mechanisms for ongoing internal communications (including staff meetings, etc.) to ensure that all Museum and Global Arts Programs staff and relevant Asia Society colleagues are apprised of key program developments and are current in their knowledge of program activities.
- Develop and maintain relations/collaborations with other artistic, nongovernmental, educational, and philanthropic organizations in the U.S., Asia, and other regions relevant to the Society's scope.
- Represent Asia Society at meetings and conferences and deliver presentations.
- Attend relevant program and organizational planning meetings.

Fundraising

- Collaborate with External Affairs team and other colleagues on fundraising.
- In collaboration with the Vice President, work with External Affairs team to develop/write grant proposals; prepare financial data required for submission of new grants; clarify and sharpen proposal goals and deliverables and translate into a budget.

- Other duties as assigned.

QUALIFICATIONS:

- M.A. in Art History or a relevant field with seven to nine years related work experience, preferably in programming and management of visual & live arts.
- Passion and knowledge of Asian arts and cultures across all genres and demonstrated experience in programming of contemporary Asian visual arts and/or performance.
- Proficiency in at least one Asian language is preferred.
- Interest in multidisciplinary work.
- Experience in organization of academic and specialist conferences.
- Outstanding analytical, verbal, written and overall communications skills.
- Proven organizational skills, with a strong ability to set priorities, manage multiple tasks, and think creatively.
- Ability to work cross-culturally with artists, collectors, and arts professionals from different educational and cultural backgrounds as well as familiarity with both non-profit and commercial arts sector.
- Prior supervisory experience.
- A team player with positive attitude and sense of humor.
- Exceptional interpersonal skills; Strong ability to interact with the public and high-level individuals and work collaboratively with diverse constituencies.
- Proficiency in Microsoft Office and all Asia Society administrative systems, including NetSuite, Concur, Paycom, Salesforce, etc. and familiarity with social media.

The Asia Society offers a competitive salary, as well as a comprehensive benefits package. For benefits information please visit www.asiasociety.org/about/careers and click on “Employee Benefits” to view our full benefits summary.

How to apply:

Please email your cover letter and resume indicating position reference code 2201 and salary requirements to: museumjobs@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. Please regard your resume as having been received unless your email is bounced back.

The Asia Society is an equal opportunity employer.