**Job Title:** Director of Performing Arts and Culture

**Reports to:** Executive Director

**Classification:** Full-time/Exempt

**Work Schedule:** Min. 40 hours per week; will be required to work some evenings and weekends

**Organizational Summary:**
With 13 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 is seeking a Director of Performing Arts and Culture to join our dynamic program team. The director oversees a calendar of approximately 25-30 programs per year and works in collaboration with other departments and outside community partners to deliver high quality, diverse, and well attended programming reflective of our mission.

**Responsibilities:**
- To conceive, plan, and execute a well-balanced, active schedule of PAC for adults and families through live art events, annual festivals, and cultural experiences that include film, food, and literary events.
- Develop, cultivate, and maintain partnerships/collaborations with other arts and community organizations locally, nationally, and internationally.
- Develop and manage all PAC budgets and expenditures.
- Negotiate, prepare, administer, and monitor contracts and agreements with artists, performers, and others involved in the delivery of PAC programs.
- Serve as the PAC liaison to relevant board meetings, committees, supporting organizations or program sponsors.
- Manage Performing Arts & Culture Committee, including recruitment of members, coordination with committee chair and President on PAC vision and strategy, creation of agendas, minutes, and meeting facilitation.
- Speak publicly at programs, events, and fundraisers.
- Assist Development Team in identifying and cultivating program underwriters and sponsors.
- Work closely with the Communications Team to promote arts and culture programs.
- Work in partnership with Production Manager, Guest Services, and Programs Manager to ensure smooth execution of all PAC programing.
- Supervise, train, and develop a PAC Programs Manager and assist in selection and training of PAC volunteers.
- Other duties as assigned
Qualifications:
- Bachelor’s degree or Master’s degree in a field related to arts and culture.
- A minimum of five years of related work experience preferred, including program planning.
- Interest and background in Asian cultures.
- Outstanding written and verbal communication skills.
- Proven organizational skills, with strong ability to set priorities, manage multiple projects, work independently, and perform under pressure.
- Strong ability to interact with the public and high-level individuals and work collaboratively with diverse constituencies.
- 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.

Asia Society Texas Center (ASTC) is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex, or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. ASTC’s management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.

Compensation:
Salary: Minimum $65,000/year + highly competitive benefits package.
How to Apply:
Please email your cover letter and resume indicating position 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. Finalist will be required to provide three current references and complete a background check.