



Navigating Shared Futures

Asia Society Career Opportunity

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TOKYO

WASHINGTON, D.C.

ZURICH

Location:	New York
Department:	Digital and Communications
Position:	Director of Video
FSLA Exemption Status:	Exempt
Reports To:	Executive Director and Chief Content Officer

SUMMARY:

Asia Society is looking for a Director of Video to oversee all aspects of our video program. The Video Director will drive strategy while also getting in the weeds, and must be comfortable performing all aspects of video production but also leading a team. We're looking for someone who has a strong POV on our video program and how to improve it, and a passion for using creative video to advance a mission.

RESPONSIBILITIES:

- Create videos for social media and web that engage and grow our audience
- Find creative ways to promote our expertise, programs, performances, and exhibitions through video
- Oversee the production, editing, and dissemination of live streams and event videos
- Manage team members including ones based remotely
- Serve as a thought leader on video strategy for the organization and advise our global centers on video ideation, production, branding, and dissemination
- Lead strategy for and optimize the organization's video presence online (YouTube, Facebook, Twitter, AsiaSociety.org, etc.) and monitor performance on these platforms
- Manage and maintain our video archives
- Oversee our video equipment budget and ensure our gear and recording studio meet our growing needs



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REQUIREMENTS:

- 8-10 years of relevant experience
- Expertise in ideating, filming, editing, and producing video
- Expertise in Adobe Creative Suite, especially Premiere, Photoshop, After Effects, and Illustrator. Proficiency in Final Cut X a plus.
- Experience working in a fast-paced online newsroom environment preferred
- Experience producing promotional, event, documentary, and narrative style videos
- Experience capturing and lighting high-quality video in the studio and field
- Excellent editorial judgement and the ability to pitch creative ideas daily
- Confidence in making quick editorial decisions and the ability to thrive in a fast-paced environment
- Ability to manage multiple projects at once, and hit deadlines
- A track record of distributing video to a wide web audience
- A proven self-motivated, self-sufficient, self-starter
- Strong communication skills and the ability to work well with a wide variety of people
- Highly organized and detail-oriented
- Familiarity with analytics and other performance metrics
- Proficiency in Microsoft Office and Box (or similar)
- Familiarity with content management systems (Drupal, WordPress, etc.)
- Strong writing and editing skills a plus, especially writing for the web
- Enthusiastic about Asia and what Asia Society does
- Proficiency in an Asian language a plus

ABOUT ASIA SOCIETY

Asia Society, founded by John D. Rockefeller the 3rd in 1956, is a global non-profit dedicated to identifying future pathways for Asia and the world which enhance peace, prosperity, freedom, equality, and sustainability. Headquartered in NYC, with 15 centers located in Asia, the U.S. and Europe, Asia Society has a dynamic and impressive board of trustees of more than 70 international leaders representing



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thought leadership in policy, the arts, education as well as in governance and philanthropy.

Asia Society is committed to creating a diverse, inclusive, and empowering workplace. We believe that engaging staff, interns, and volunteers with diverse backgrounds enables us to better realize our mission of navigating shared futures.

Asia Society offers a generous benefits package including health, dental, and vision coverage, a 403(b) retirement plan, numerous paid holidays, tuition reimbursement, self-development hours, and more. Please visit www.asiasociety.org/about/careers and click on “Employee Benefits” to view our full benefits summary

Benefit package highlights:

- An HRA plan (fully funded by Asia Society) supplements our medical plan and covers the full annual deductible.
- After 1 year of service (1,000 hours), Asia Society contributes 6% of gross earnings to an eligible employee’s 403(b) account, regardless of whether the employee makes their own contributions.
- Asia Society offers Self-Development time off, including Self-Development Summer Fridays between July 4th and Labor Day.

Asia Society is an equal opportunity employer. Women and people of color are strongly encouraged to apply.

HOW TO APPLY:

To be considered for this role, all interested applicants must submit a completed application to: marketingjobs@asiasociety.org

A completed application must include:

- Resume or CV
- Cover Letter
- Salary Requirements
- Subject line including the job title