



JOB DESCRIPTION

Job Title:	Director of Operations
Classification:	Full-Time; Exempt
Compensation:	\$75,000/year
Benefits:	Paid time off, health insurance, competitive retirement benefits to eligible employees with non-elective employer contribution and employer match up to 5%
Schedule:	Min. 40 hours per week; will be required to work some evenings and weekends
Reports to:	President

ORGANIZATIONAL SUMMARY:

Asia Society Texas Center believes in the strength and beauty of diverse perspectives and people. As an educational institution, we advance cultural exchange by celebrating the vibrant diversity of Asia, inspiring empathy, and fostering a better understanding of our interconnected world. Spanning the fields of arts, business, culture, education, and policy, our programming is rooted in the educational and cultural development of our community — trusting in the power of art, dialogue, and ideas to combat bias and build a more inclusive society.

POSITION OVERVIEW:

Asia Society Texas Center is seeking a Director of Operations to join our dynamic management team. The director oversees all Asia Society operational needs and works in collaboration with other departments and outside community partners.

RESPONSIBILITIES:

The Director of Operations is responsible for developing and implementing plans, schedules and operational and facility upkeep policies. The Director has primary responsibility for internal operations and operations staff oversight (4 or more direct reports). General responsibility includes identifying the organization's future operational needs, and developing and managing operational budget and staffing structure. Specific duties include spearheading the Facilities and Operations Committee, developing and managing Capital Expenses budget, schedules and proposals for production needs (A/V), oversight of IT and telecommunications systems, as well as café operations:

- Supervise operations staff toward developing plans, schedules, and ensuring productivity.
- Coordinate all Facility and Operation Committee activities.
- Develop and monitor operations budgets (allocated and non-allocated costs) and assure good stewardship of resources.
- Develop and execute Capital Expenses budget.
- Primary contact and negotiator with all operational contractors and vendors.
- Manage increasing segments of information technology, with related internal communications and external communications (Salesforce, Patron Manager, etc.).



- Map and execute overall organizational data architecture systems.
- Serve as the liaison with agency associates, vendors, and partners (legal counsel, café operator, building contractors, Museum Park Neighborhood and Museum Park Super Neighborhood association, etc.).
- Manage café vendor.
- Oversee rental facilities department; meet/exceed budget revenue goal.
- Identify best practices and improve internal systems with an eye toward future needs and budget realities.
- Develop though leadership around specific topics/emerging practice.
- Share in knowledge dissemination, reporting, and communications.
- Serve as mentor, coach, and visible, approachable sound board and resource for staff.
- Other duties as assigned.

QUALIFICATIONS:

- 5+ years in an operational management or leadership position in a nonprofit organization or museum.
- Undergraduate degree from an accredited university in relevant field; MBA preferred.
- Proven organizational skills with strong ability to set priorities, manage multiple projects, work independently, and perform under pressure.
- Knowledge and fluency in A/V technology; production experience a plus.
- Understanding of advanced data systems (Salesforce preferred).
- Experience in budgeting.
- Experience in procurement.
- Understanding of IT field.
- Advanced negotiation skills.
- Track record of delivering superior results, commanding respect, and assuming leadership roles.
- Success in role requiring execution of multiple tasks while responding to multiple priorities.
- Proven ability to work efficiently with flexibility and good humor.
- Outstanding communication and interpersonal skills.
- Demonstrated ability to build and maintain relationships with a wide array of people – junior and senior staff, for-profit and nonprofit, and from diverse backgrounds.

PERSONAL CHARACTERISTICS:

- Promotes excellence in all matters, with the confidence to defend/debate ideas.
- Organized and calm with attention to detail.
- Transparent, dependable, and direct with ability to exercise tact and diplomacy in organizational settings.
- Self-disciplined, innovative, problem-solving.
- Ability to remain focused in the face of pressure.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable disabled people to perform the essential functions.



While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds, is occasionally required to stand and walk, and is occasionally exposed to wet and/or humid conditions and outside weather conditions.

The noise level in the work environment is usually moderate.

RELOCATION:

Asia Society Texas Center does not provide compensation for interview travel or relocation expenses.

HOW TO APPLY:

Please email your cover letter and resume to: HRDept@asiasociety.org. Indicate job title in the subject line.

Incomplete applications 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.

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.