



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Performing Arts and Culture Program Coordinator</b>
<b>Classification:</b>	<b>Part-Time; Hourly</b>
<b>Compensation:</b>	<b>\$20/hour</b>
<b>Schedule:</b>	<b>Up to 20 hours per week; will be required to work some evenings and weekends</b>
<b>Reports to:</b>	<b>Director of Performing Arts and Culture</b>

### 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:

The position supports all aspects of production and administration of Performing Arts and Culture (PAC) programs. The PAC Programs Coordinator works closely with the Director of Performing Arts and Culture to formulate, develop, and coordinate performances, panel discussions, lectures, films, and other events, including all aspects of production and coordination. Additionally, the PAC Programs Coordinator works with various collaborators, including speakers, filmmakers, artists, press, funders, technicians, community partners, and Guest Services staff.

### RESPONSIBILITIES:

#### General Administration:

- Provides general program assistance to PAC Director.
- Conducts research for programs-in-development and potential programs.
- Helps develop program notes and contextual materials for performances and other programs.
- Liaises with speakers, artists, collaborators, cosponsors, and other program participants.
- Assists with crafting and developing web content and online programmatic offerings.
- Helps to coordinate scheduling and communication with PAC program committee, including minute keeping and dissemination of appropriate materials.
- Other duties as assigned.

#### Program Coordination/Production:

- Helps to develop and coordinate event/production logistics, including event staffing, artist services, patron services, catering, scheduling, program notes/playbill, travel arrangements, visa applications, marketing material development, and media sharing with program partners or co-sponsors.



- As appropriate, assists Production Manager with technical- and production-related details such as A/V, lighting, microphone operation, etc.
- Tracks and maintains program registration, actual attendance, and other key performance indicators.
- In general, works with all staff such as assisting with the institutional calendar, compiling lists and other data requests, budget tracking, and research.
- Other duties as assigned.

#### **QUALIFICATIONS:**

- Bachelor's degree and 2-3 years' experience with performing arts, cultural, or non-profit programming.
- Team player, comfortable and effective working with all levels of staff and diverse groups of people from different cultures.
- Understanding of basic practice of performing arts, cultural, or non-profit organizations, including but not limited to contracts, budgets, touring, production, and presenting tasks.
- Proficient with Microsoft Office suite including MS Word, PowerPoint, Excel, and Outlook.
- Knowledge or curiosity of Asia and Asian arts and cultural matters is desirable.

#### **PERSONAL CHARACTERISTICS:**

- Maturity, calm under pressure.
- Strong written and oral communications skills.
- Demonstrated flexibility, resourcefulness, and good judgment.
- Values diversity of thought, backgrounds, and perspectives.
- Ability to multi-task and maintain vigilant attention to details while meeting deadlines.
- Personal integrity and high ethical standards.
- Constantly looking to apply best practices.
- Predisposition to mentor and subsequently increase responsibilities as the position develops.

#### **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](mailto: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.*