



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Nancy C. Allen Curator and Director of Exhibitions</b>
<b>Classification:</b>	<b>Full-Time; Exempt</b>
<b>Compensation:</b>	<b>\$70,000 - \$90,000 depending on experience</b>
<b>Benefits:</b>	<b>Paid time off, health insurance, employee retirement contribution</b>
<b>Schedule:</b>	<b>Min. 40 hours per week; will be required to work some evenings and weekends</b>
<b>Reports to:</b>	<b>President</b>

### ORGANIZATIONAL SUMMARY:

Asia Society Texas 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.

Exhibitions at Asia Society Texas hold a place of pride in a 40,000 square-foot building designed by Yoshio Taniguchi that opened to the public in April 2012. Since opening, exhibitions have included *Treasures of Asian Art: A Rockefeller Legacy* April - October 2012; *Mel Chin: Rematch* January 17 – April 19, 2015; *The Other Side: Mexican and Chinese Immigration to America* March 27 – July 19, 2015; *New Cartographies* September 15, 2018 – March 17, 2019; *Form is Emptiness, Emptiness is Form: Works by Miya Ando* November 16, 2019 – March 29, 2020; and *Eternal Offerings: Chinese Ritual Bronzes* February 29, 2020 – November 29, 2020. In addition, ASTX provides support to local artists through initiatives such as *Artists on Site*.

### POSITION OVERVIEW:

The successful candidate will be a multi-talented, collaborative, and organized individual with a proven record of exhibition development and management and an expertise in Asian and Asian American art. The Nancy C. Allen Curator and Director of Exhibitions has charge of the Louisa Stude Sarofim Gallery (4,000 square-feet), with the additional possibility to create special intermittent exhibitions in the Faye Sarofim Grand Hall (6,000 square-feet). Reporting to the President and managing the registrar and contracted project staff, they ensure exhibitions fulfill the organization's mission and maintain the highest level of professional excellence and practice. The Director oversees an exhibitions calendar including 4-6 exhibitions per year, develops corollary public programs to work in conjunction with the exhibitions, and collaborates with the Education Department on outreach activities associated with exhibitions, including docent training.

### RESPONSIBILITIES:

- Lead the planning, development, design, and installation of all internally organized and travelling exhibitions.
- Serve as staff lead on Exhibitions Committee comprising board members, advisory board members, and key patrons. Work closely with Exhibitions Committee chair on strategy and planning.
- Partner with Program team colleagues, especially in the Education Department, on the pre-planning of exhibitions to ensure the integration of exhibitions into the programming schedule to meet community needs.



- Partner with the Administrative team on the pre-planning of exhibitions to ensure fundraising, promotion, and logistical support are successful. Specific examples include collaboration with Development on stewardship of key art patrons and collaboration with Communications to develop advance promotional materials.
- Review and negotiate all exhibition-related contracts, ensuring fulfillment of contractual obligations.
- Manage and oversee wall construction, painting, lighting, framing, and design/build of display fixtures and mounts.
- Manage key vendors, staff, and contracted personnel including graphic designers, art installers, consulting curators, lighting designers, etc.
- Develop and manage public programs in support of exhibitions including artist talks, panels, Exhibitions Patron Circle activities, etc.
- Develop interactive exhibition elements that invite visitor participation.
- Advise on docent educational content.
- Develop and administer budgets and payments for all exhibitions.
- Work with contract graphic designers to develop exhibition graphics, signage, and labels.
- Develop and maintain an advance planning (3-year) exhibitions calendar.

#### **QUALIFICATIONS:**

- Postgraduate degree from an accredited college or university in art, art history, museum administration, museum studies, or a related field.
- Demonstrated expertise in Asian and Asian American art.
- At least 5 years of experience with project management related to exhibitions.
- Hands-on experience with installation best practices including shipping/receiving, art handling, and conservation.
- Awareness of environmental monitoring guidelines related to the display of artwork.
- Knowledge of and experience with fine arts insurance.
- Ability to plan, prioritize, and meet deadlines. Strong budgeting skills.
- Ability to collaborate with staff, supporters, and outside vendors.
- Knowledge of standard museum loan and registration practices.
- Proven organizational skills, with strong ability to set priorities, manage multiple tasks, work independently, and function under pressure.
- Strong ability to interact with the public and high-level individuals and work collaboratively with diverse constituencies.
- An understanding of, and ability to articulate, the accomplishments and goals of an organization like Asia Society.

#### **PERSONAL CHARACTERISTICS:**

- Diplomacy and calm under pressure
- Values diversity of thought, backgrounds, and perspectives
- Strong interpersonal and team skills
- Strong communications skills, written and oral



- Resourcefulness and good judgment
- Ability to multi-task while maintaining attention to detail
- Ability to connect with high-level patrons
- Personal integrity and high ethical standards

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those that the ideal candidate must be able to complete with or without a reasonable accommodation.

- Approximately 50% of the time is spent in a stationary position while working at a desk. Balance of time (approx. 50%) is spent moving around the work area.
- The ability to observe details of artworks, and collaborate with installers, designers, and art handlers is required.
- The ability to communicate information and ideas with external contacts, the public, and co-workers so others will understand. Must be able to exchange accurate information in these situations.
- The ability to move up to 30 pounds is necessary for moving material and equipment for programs.
- Computer use and retrieving and working with appropriate paperwork, equipment, and supplies is necessary.
- Most work is performed in a climate-controlled environment but 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.

\*Please note that the COVID-19 vaccination is required.\*

*Incomplete applications will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Interviews are being scheduled on a rolling basis with the intent to hire as soon as possible. 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.*