



*Navigating Shared Futures*

## **Asia Society Career Opportunity**

HONG KONG

HOUSTON

LOS ANGELES

MANILA

MELBOURNE

MUMBAI

NEW YORK

SAN FRANCISCO

SEOUL

SYDNEY

TOKYO

WASHINGTON, D.C.

ZURICH

**Location:** New York

**Position:** Publication Coordinator and Editor - Code 2215

### **SUMMARY:**

Founded in 1956, the Asia Society's purpose is to navigate shared futures for Asia and the world across policy, arts and culture, education, sustainability, business, and technology. We provide a platform for dialogue and encourage a diversity of views as we try to find the most effective ways forward. Headquartered in New York City, the organization has 12 other Centers around the world, a global staff of 235, and an annual global operating budget in excess of \$44m.

The Publication Coordinator and Editor will coordinate, under the direction of the Deputy Director, Global Artistic Programs and AS Museum, all arts print and web published materials, for exhibitions, programs, and special events collateral; including editorial and administrative support.

### **RESPONSIBILITIES:**

- Manage editorial consultants, including part-time and temporary editorial and design staff; responsible for recruitment, contract oversight, and payment. Maintain active bank of consultants.
- Submit proposals for exhibition catalogues to publishers; in conjunction with Deputy Director,
- Edit and proofread exhibition didactics, wall and label text, teacher guides, exhibition invitations, events calendar entries, press releases, catalogue texts, and other departmental texts; edit and proofread arts and culture event, program, and fundraising materials.
- Oversee design process for all printed and digital materials, as noted above.
- Develop and oversee printing, design, and production budgets, in conjunction with Deputy Director.
- Manage materials for designers and publishers, and exhibition and publication timelines;



*Navigating Shared Futures*

HONG KONG

HOUSTON

LOS ANGELES

MANILA

MELBOURNE

MUMBAI

NEW YORK

SAN FRANCISCO

SEOUL

SYDNEY

TOKYO

WASHINGTON, D.C.

ZURICH

- Manage acquisition and production of exhibition catalogue images, including supervision of part-time, temporary, and volunteer assistants; work with designers and printers to manage catalogue production;
- Coordinate content and develop, edit, and manage production of audio tours;
- Manage museum book inventory and distribution within Asia Society and wholesalers;
- Oversee exhibition and collection photography and provide images and information to departments within Asia Society;
- Manage communication with Art Resource and other image rights and reproductions, and maintenance of Museum photo archive;
- Manage content, edit, and coordinate implementation of exhibitions websites;
- Oversee Museum's presence on AsiaSociety.org and exhibition minisites, including working with CMS.
- Performs general gallery checks and reports installation and/or maintenance problems, as needed.
- Some lifting, including boxes up to 40 lb.
- Other duties, as assigned.

**QUALIFICATIONS:**

- Master's degree in Art History, Fine Arts/Architecture, or Communications and 2-3 years experience in a Museum or Publishing position.
- Excellent editing and writing skills and strong organizational skills.
- Proficient in Word, Photoshop, Filemaker (or equivalent database), Excel and experience in InDesign.
- Experience supervising and working with consultants, freelance designers, curators, authors, and editors.
- Experience in book publication preferred.
- Knowledge of exhibition installation and art handling, and strong knowledge of content management systems, social media, and working with web developers and designers.

Asia Society offers a competitive salary, as well as a comprehensive benefits package. For benefits information



*Navigating Shared Futures*

HONG KONG

HOUSTON

LOS ANGELES

MANILA

MELBOURNE

MUMBAI

NEW YORK

SAN FRANCISCO

SEOUL

SYDNEY

TOKYO

WASHINGTON, D.C.

ZURICH

please visit [www.asiasociety.org/about/careers](http://www.asiasociety.org/about/careers) and click on "Employee Benefits" to view our full benefits summary.

**HOW TO APPLY:**

Please email your cover letter and resume indicating position reference code 2215 and salary requirements to: [museumjobs@asiasociety.org](mailto:museumjobs@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. Please regard your resume as having been received unless your email is bounced back.

Asia Society is an Equal Opportunity Employer.