



Founded in 1956 by John D. Rockefeller 3rd in New York, the Asia Society is a leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among peoples, leaders and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future.

Asia Society Hong Kong Center (“the Center”) is an affiliate of The Asia Society and is now looking for a high caliber candidate to fill the following position:

ASSISTANT PROGRAM MANAGER (ARTS & CULTURE) (CONTRACT)

Responsibilities:

- Report to Head of Programs (Arts & Culture);
- Research and develop arts and culture public programs for general audience related to performing arts, visual arts and Culture;
- Assist in development of art education programs and resources;
- Work closely with the Asia Society Gallery team to identify themes of visual arts program;
- Produce program-related marketing materials, and manage outreach of arts and culture programs;
- Manage logistics with speakers, performers, program partners and venues;
- Manage program administration; and
- Other arts and culture program-related assignments as required.

Requirements:

- Matriculation and above. Degree holder in Arts, Performing Arts, Museum Education or related disciplines preferred;
- Minimum 3 years’ relevant experience in arts, education and administration;
- Knowledge of traditional and contemporary art and culture in all media;
- Knowledge of education– research, local curriculum development, school organization, teaching, policy;
- Excellent command of spoken and written English and Chinese (Mandarin would be a plus);
- Flexibility regarding schedule as many programs held in evenings and at weekends; and
- Self-starter with ability to work independently under pressure with minimal supervision.

Attractive remuneration package commensurate with qualifications and experience will be offered to the right candidate. Interested parties please apply with full resume stating date of availability and expected salary to hrhk@asiasociety.org .

All personal data collected will be used for recruitment purpose only. Applicants not hearing from us within 2 months may consider their applications unsuccessful and all personal data supplied will be destroyed within 6 months.