



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:

Program Officer

Responsibilities:

- Report to Chief Operating Officer;
- Research and develop arts and culture public programs for general audience related to visual arts;
- Liaise with schools, teachers, relevant institutions and government departments to promote the use of the educational resources and activities;
- Research and develop community, arts and culture programs for general audience; institute measurement tools to gauge the effectiveness of the community outreach programs and site tours of the Center;
- Produce program-related marketing materials, and manage outreach of educational, and visual arts public programs;
- Manage business and policy program administration;
- Manage logistics with speakers, program partners and venues;
- Assist in production of business and policy program-related marketing material;
- Assist in marketing and outreach of business and policy programs;
- Assist in research and development of business and policy programs;
- General program-related administrative duties; and
- Other ad hoc duties as assigned.

Requirements:

- Bachelor's Degree in Arts administration, Performing Arts/ Cultural Studies/ Arts History/ Public Policy / or related disciplines preferred;
- Experience in business and policy issues would be an added advantage
- Excellent command of spoken and written English and Chinese (Mandarin would be a plus);
- Good interpersonal and communications skills to work with different parties;
- 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 expected salary and date of availability to hrhk@asiasociety.org.hk

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.