

## Asia Society Career Opportunity

**Location:** New York  
**Position:** Museum Publication Coordinator (Grade 5) – Code 115  
**Posted:** 4/8/10

### Purpose:

Coordinate all published materials, including print and web, and provide administrative support.

### Responsibilities:

- Coordinate exhibition and collection photography and provide images and information to departments within Asia Society;
- Manage image rights and reproductions, and maintenance of Museum photo archive;
- Manage content, edit, and coordinate implementation of exhibitions websites;
- Coordinate and oversee Museum's presence on AsiaSociety.org and exhibition minisites, including working with CMS.

In consultation with Associate Director of the Museum:

- Edit and proofread exhibition didactics, wall and label text, teacher guides, exhibition preview invitations, Events calendar entries, press releases, catalogue texts, and other departmental texts;
- Coordinate materials for designers and publishers;
- Coordinate exhibition and publication timelines;
- Coordinate content, design, and produce exhibition wall and label texts and maps and fabricate labels;
- Coordinate content, develop, edit, and coordinate production of audio tour;
- Coordinate acquisition and production of exhibition catalogue images; work with designers and printers to coordinate catalogue production;
- Coordinate museum book inventory and distribution within Asia Society and wholesalers.

General Museum duties:

- Performs general gallery checks and reports installation and/or maintenance problems.
- Some lifting, including boxes up to 40 lb.
- Other duties as assigned.

### Requirements:

- Bachelor's degree in Art History, Fine Arts/Architecture, or Communications

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**WORLD HEADQUARTERS:**  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
[www.asiasociety.org](http://www.asiasociety.org)

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and 3-4 years experience in a Museum or Publishing position preferred.

- Excellent writing, strong editing and organizational skills.
- Proficient in Word, Photoshop, Filemaker (or equivalent database), Excel, and experience in InDesign.
- Experience working with consultants, free-lance designers, and editors.
- Experience in book publication.
- Knowledge of exhibition installation and art handling, and strong knowledge of content management systems, social media, and working with web developers and designers.

### How to apply:

For positions in New York, please email your cover letter and resume indicating position reference code and salary requirements to: [museumjobs@asiasociety.org](mailto:museumjobs@asiasociety.org). Indicate job title and job code 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.

Thank you for your interest in the position and Asia Society. Subscribe to eNews, our weekly email newsletter, and receive information on Asia Society programs and activities: [AsiaSociety.org/eNews](http://AsiaSociety.org/eNews).

*The Asia Society is an equal-opportunity employer.*

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