



JOB DESCRIPTION

Job Title: Director of Education
Reports to: Executive Director
Classification: Full time/Exempt
Work Schedule: 40 hours per week;
required to work some evenings and weekends

Organizational Summary:

With 11 locations across the globe, Asia Society is the leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among the 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 Texas Center operates as a separate 501(c)(3) organization and is an affiliate of the Asia Society global network.

Position Overview:

The successful candidate will have a proven record of program administration and solid knowledge of Asia as well as the Asian American community, locally, nationally, and internationally. The Director of Education will be a lead member of the program team and will work in liaison with the Director of Arts and Cultural Programs, Director of Exhibitions, and Program Officer for Business & Policy, as well as other senior staff to ensure that educational programs fulfill the organization's mission and maintain the highest level of professional conduct and practice.

This position is charged with achieving the following programming goals:

- Conceiving, planning, and executing a well-balanced, active schedule of educational programs focused on youth, adults, and seniors
- Developing tuition-based, revenue-generating programs offered to adults and youth
- Maintaining a balanced schedule of programs, reflective of the diversity of Asian countries and interests
- Ensuring Asia Society's offering in Houston is competitive by creating a unique market niche for innovative and engaging public programs

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Responsibilities:

- Create and implement compelling educational programming reflective of the Asia Society mission and of interest to Houstonians
- Develop a business plan for tuition-based, revenue generating programs targeting youth and adults, with gradually increasing revenue goals over each 6-month period
- Manage program staff to achieve department goals
- Develop and maintain relations/collaborations with community organizations and educational institutions in Houston and elsewhere in the United States in support of programs goals
- Where possible, integrate local educational institutions and community organizations in the implementation of public programming
- Interact with speakers, guest lecturers, and other program presenters in such a way that reflects a high degree of professionalism and competence
- Develop program schedule that is fiscally responsible, reinforced by dynamic lecturers or teachers
- Manage all aspects of the education budget
- Assist Development Office in identifying and cultivating program underwriters and sponsors
- Work closely with Communications Department to promote program to Houston community
- Perform other duties as assigned

Key Qualifications:

- Master's degree required, preferably in education or a related field
- Five to ten years of work experience including program planning, with a solid track record of conceptualization and subsequent implementation of educational initiatives
- Interest and background in Asian cultures and/or foreign affairs
- Outstanding oral and written communications skills
- 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
- Organized and accurate, with attention to detail.
- Deadline-oriented
- An understanding of, and an ability to articulate, the accomplishments and goals of an organization like the Asia Society

Other Information:

- The Director of Education is a full-time, salaried position with benefits.

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Personal Characteristics:

- Maturity, diplomacy, calm under pressure
- Strong interpersonal and team skills; must be a team player
- Strong communications skills, written and oral
- Resourcefulness and good judgment
- Values diversity of thought, backgrounds and perspectives
- Ability to multi-task while maintaining attention to detail
- Personal integrity and ethical standards

Requirements:

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed with this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills:

Ability to read, analyze and interpret timelines. Ability to respond effectively to sensitive inquiries or complaints. Ability to write a business letter. Comfortable and competent in speaking to vendors.

Reasoning Ability:

Ability to define problems, collect data, establish facts and draw valid conclusions.

Other Skills and Abilities:

Position requires demonstrated applied skills in word processing and spreadsheet operations, including but not limited to Microsoft Office (Word, Excel and Power Point). Ability to work without direct supervision in a small office environment is required. Ability to hold a valid Driver's License and possess a car that can be used for work purposes.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.



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Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

Compensation:

Commensurate with experience. Asia Society Texas Center offers an attractive benefits package.

Materials Required for Candidacy:

1. Cover letter
2. Resume
3. Background check required
4. Finalists will be required to provide three current references

RELOCATION:

Asia Society Texas Center does not provide compensation for interview travel nor relocation expenses.

Please send resumes to:

Debra Yeang
Director of Human Resources
Asia Society Texas Center
1370 Southmore Blvd
Houston, Texas 77004
dyeang@asiasociety.org

No phone calls please.

For more information:

www.asiasociety.org/texas