

Gallery Associate

ABOUT JAPAN SOCIETY

Japan Society is the premier organization connecting Japanese culture, business, and society with audiences in New York and around the world through innovative programs in arts and culture, public policy, business, sustainability, and education, online and on-site at our headquarters in a landmarked New York City building. Since 1907, our mission has been to promote mutual understanding and *kizuna* – forging deep connections – between the U.S. and Japan, by convening critical conversations, championing future creators, and serving as a trusted guide to the abundance of Japan. We are committed to strengthening connections within our community and building new bridges beyond.

DESCRIPTION

The Gallery Associate is an essential member of Japan Society's Gallery team and will provide key administrative support for the Gallery department. S/he is primarily responsible for assisting the Gallery Director in every aspect of department operations and management. Key responsibilities include overseeing the day-to-day business details of the Gallery Director's office, assisting with programming research, overseeing promotional and outreach efforts in close collaboration with Media & Marketing department, assisting with coordination of programs for exclusive supporters in collaboration with the Development department and translating documents between English and Japanese for programming and promotional materials.

Responsibilities:

Gallery department administration:

- Oversee daily administrative duties as required, including coordinating meetings with artists and professionals; creating meeting minutes and related materials; sorting and updating mailing lists, preparing and drafting necessary documents and letters, etc.
- Manage maintenance of the Gallery fundraising database contact records.
- Work closely team colleagues to assist with exhibitions and related programs when required.
- Report exhibition attendance, ticket sales and reservation statistics regularly.
- Exchange program-related agreements and contracts with lenders, artists and lecturers.
- Coordinate by-request, fee-charging exhibition guided tours, both online and onsite, led by docents, curators or Gallery Director.
- Arrange and oversee courtesy services and hospitality including travel and accommodation for artists, outside curators, lecturers and other guests of the Gallery.
- Recruit, train and supervise interns and volunteers. If necessary, coordinate with them to assist with Gallery events such as lectures, screenings and receptions.

Research assistance:

- Provide assistance on research for Gallery exhibitions and programs.
- Assist Gallery team members in communication with Japanese-speaking artists, scholars and lenders as needed and manage communications or write correspondence under Gallery Director supervision.
- Translate English documents and publications into Japanese and vice versa for promotional materials and exhibits including video trailers, exhibition didactics, education materials, etc.
- Create and maintain archives of exhibition-related printed matters, images and documents.

Promotion and outreach:

- In close collaboration with Media & Marketing department and Assistant Curator, assist with creating, updating and maintaining promotional materials.
- Communicate with Gallery Director and Development department, to identify invitees, maintain and develop invitation lists and send event invitations.

- Assist Gallery team members with creation of press releases and promotional materials both in English and in Japanese.
- Prepare materials and assist with coordinating press previews in collaboration with the Media & Marketing department and Gallery team members.
- Manage complimentary tickets for public programs, create guest list and contact guests.

Fundraising and membership cultivation:

- Under supervision of the Gallery Director in collaboration with the Development department, assist with coordinating programs for exclusive Japan Society members.
- Liaise with Development department to assist with Gallery VIP/high-level donors' exclusive events, including previews and dinners.
- Assist Gallery Director for VIP outreach and communication including preparing necessary materials and drafting letters.
- In collaboration with Development department, write and assist with processing of grant applications and reports to foundations, which require communication in Japanese.

Qualifications:

- Bachelor's degree in art, art history or related field, and a minimum of 2-3 years of related administrative experience at an arts-related organization.
- Bilingual Japanese-English with strong writing skills in both languages.
- Knowledge and interest in art, especially Japanese and Asian art and culture.
- Strong customer-service skills and comfortable dealing with the public.
- Excellent communication and interpretational skills.
- Excellent event coordination skills.
- Ability to conduct research with resources only available in Japanese.
- Flexible schedule to work evenings and weekends as needed.
- Ability to work on multiple projects at the same time in a fast-paced environment.
- Computer proficiency including MS Office programs, Raiser's Edge, Photoshop and other applications.

To Apply: Email your resume and cover letter to the Chief Operating Officer, at jobs@japansociety.org.