

<b>Job Title</b>	Director, Programs	<b>Location</b>	Melbourne
<b>Reports To</b>	Chief Executive Officer	<b>Type</b>	Full-time

### Overview of the Position

*Director, Programs is responsible for all aspects of Asia Society Australia’s programming strategy, planning, delivery and evaluation, and management of the programming team.*

### Key Duties

- Develop, plan and execute Asia Society Australia’s programming strategy and oversee delivery of programs in line with the organisational strategy, mission and operational objectives.
- Develop and improve systems, processes, policies and templates to enable seamless, engaging and efficient delivery of high-quality and high-impact programs for diverse audiences.
- Develop and oversee delivery of programming streams, which are responsive to trends and current affairs, audience demand and interests and aligned with Asia Society Australia’s content initiatives and strategic priorities.
- Lead and manage programming staff and a team of interns.
- Lead the development and delivery of major events.
- Contribute to the development and implementation of Asia Society Australia’s strategic and operational plans, and “Digital Asia Society Australia” strategy, including leading the development of online and blended delivery model for Asia Society Australia programs.
- Contribute to Asia Society’s global programming, and work collaboratively with the global and individual Centres’ programming teams to deliver network-wide programming initiatives.
- Coordinate and manage budgets, partners and suppliers to ensure cost-effectiveness, value for money, accuracy and timely delivery of programs.
- Other duties as required by the Organisation.

<b>Selection Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Bachelor’s degree or higher in Arts, Communications, Marketing, Asian Studies, International Relations or related field	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Professional or postgraduate training in Management, Arts, Communications, Marketing, Technology, Asian Studies, International Relations or related field	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Experience</b>		
5 to 10 years of relevant work experience in management of events, projects, content or communications in corporate, academic or not-for-profit	<input checked="" type="checkbox"/>	<input type="checkbox"/>

settings, preferably in the area of international affairs or international business		
<b>Skills</b>		
Experience and exceptional track-record in designing, planning and executing high-quality, complex and impactful events and projects for diverse audiences	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong management, team-building and project management skills and ability to anticipate and manage workload and time pressures; mitigate risks; find effective solutions to problems; and focus on results in a fast-paced, demanding environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong ability to listen, research and anticipate trends and topical issues, create, share and test ideas and align them with the organisational agenda and mission	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Well-developed time-management, planning and prioritisation skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong communication skills, both written and verbal, with extensive experience managing multiple stakeholders, demands and sensitivities, and ability to work with diverse stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent relationship-management skills and tact with strong ability to interact with senior business, government, academic and cultural stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A team player who is creative and active, with strong commitment to organisational success, and the ability to contribute to the organisational agenda and mission, and other teams' work program, outside her/his direct duties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attention to detail and accuracy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A reliable self-starter and problem-solver who can work independently and in a small-team, fast-paced, entrepreneurial environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proficient in Microsoft Office Suite.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Experience in Customer Relationship Management Systems and event management applications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interest and/or study or work experience in Asia, with advanced knowledge of Asia and international relations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Other</b>		
Ability to travel interstate and overseas when required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work before/after standard business hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>To Apply</b>		
<b>Position Enquiries:</b> Philipp Ivanov, Chief Executive Officer  <b>How to apply:</b> <ol style="list-style-type: none"> <li>Please e-mail your CV and a cover letter to <a href="mailto:HR_AUS@asiasociety.org">HR_AUS@asiasociety.org</a>.</li> <li>Please indicate the job title in the subject line.</li> </ol>		