

The Japan Foundation, New York

POSITION AVAILABLE

Associate Program Officer, Arts & Cultural Exchange

Established by the Japanese government in 1972, the Japan Foundation's mission is to promote international cultural exchange and mutual understanding between Japan and other countries. The Japan Foundation's activities consist of three major programs: 1) Arts & Cultural Exchange; 2) Japanese-Language Education Overseas; and 3) Japanese Studies and Intellectual Exchange. For more information, please visit our websites at www.jfny.org and www.jpf.go.jp.

Description: The Japan Foundation, New York seeks an Associate Program Officer for the Arts and Cultural Exchange program. This program promotes the introduction of Japanese arts and culture as well as exchanges between Japan and the United States through various fields of arts and culture. This position will report to the Program Director of Arts and Cultural Exchange.

Location: New York, NY

Key Responsibilities:

- Assist in the implementation of the Japan Foundation's programs, with a particular focus on, but not limited to, Performing Arts, Film and Literature.
- Manage the grant programs in Arts and Cultural Exchange by processing applications, maintaining program files and documents, and communicating with prospective applicants and grantees.
- Administer the Performing Arts Japan (PAJ) program by maintaining the application website, overseeing the application and screening process, responding to inquiries, and coordinating awards.
- Liaise with the Japan Foundation's PAJ Advisory Committee, which consists of distinguished arts professionals from various institutions in the United States.
- Coordinate logistics for in-house meetings as well as public events by planning venues, catering, transportation, audio/visual equipment, materials, etc.
- Create program materials and publications (e.g. newsletters, fliers, and webpages) and assist in the proofreading of English documents.
- Conduct outreach activities and site visits throughout the U.S. as a representative of the Japan Foundation.
- Collaborate and correspond with program staff at the Japan Foundation Tokyo Headquarters.
- Perform other duties and additional responsibilities as directed.

Required Qualifications:

- Bachelor's degree. Master's degree or equivalent work experience preferred.
- Legal authorization to work in the United States.
- Fluency, in oral and written communication skills in both English and Japanese; translation ability preferred.
- Willingness and ability to travel and attend occasional weekend events (travel is approximately two weeks/year)

A strong candidate will also possess:

- Superior written and verbal communication skills
- Excellent analytical and organizational skills, strong attention to detail, and the ability to multi-task
- Experience with and/or interest in international cultural exchange
- Experience with grant management and/or familiarity with institutions of Japanese arts and culture
- Understanding of Japanese arts and culture, and experience of living in Japan
- Proficiency in Microsoft Office software and social media

Salary and Benefits: Salary commensurate with experience. Benefits include comprehensive medical, dental, vision, and life insurance coverage, paid vacation and sick leave, etc.

Job Commencement: August 14, 2017 (or as soon as possible thereafter)

To apply: Please email a cover letter, resume, and one-page writing sample to job-opening@jfny.org

Deadline: July 4, 2017. Qualified candidates will be invited for an interview (tentatively planned for July 24 - 25).