



JAPAN HOUSE

LOS ANGELES

## POSITION DESCRIPTION

**Position: Exhibition Project Manager**  
**Reports to: Chief Project Manager**  
**FLSA Status: Exempt**  
**Supervises: N/A**

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### POSITION SUMMARY:

The Exhibition Project Manager is responsible for planning and executing exhibitions and other programs at the Gallery, Sub-Gallery, Salon, and off-site as outbound communication of JAPAN HOUSE Los Angeles (JHLA). Additionally, the position is in charge of developing and maintaining relationships with art and cultural institutions, foundations, artists and content holders and other stakeholders who support JHLA. He/She must align JHLA exhibitions and other programs with the mission and vision of JAPAN HOUSE as envisaged by the Ministry of Foreign Affairs of Japan (MOFA) and ensure that JHLA achieves its key performance indicators (KPIs).

### REPRESENTATIVE RESPONSIBILITIES:

#### (EXHIBITION)

- Develop, plan, manage and execute exhibitions, as well as programs, events, workshops, and other programs related to exhibitions which will be held onsite, offsite and online in alignment with JHLA strategy, goals and values. It includes, but not limited, to the following tasks.
  - Engage in curatorial work for JHLA including working with guest curators.
  - Propose and participate in selection of appropriate curators, content holders, and other partners.
  - Draft and revise as needed proposal documents, graphic overviews, layout plans and project management timelines.
  - Negotiate and manage contracts with outside vendors, contractors, artists and specialized production teams.
  - Develop scope documents, solicit bids and manage selection of appropriate vendors and prepare paperwork for vendor selection for internal and external (MOFA) review.
  - Develop and manage budgets for programs in the area of one's responsibility.
  - Review estimates and invoices for accuracy and submit through established accounting protocols for processing.
  - Provide the PR team with content for the JHLA website, newsletter, posters and other media platforms in a timely manner.
  - Collaborate with the PR team to ensure adequate promotion of programming.
  - Compile and submit in a timely fashion reports on given exhibitions and other assigned programs.

#### (Other Responsibilities)

- Contribute to identification and prioritization of strategic initiatives particularly in the area of art and culture in consultation and consultation with JHLA team members and other stakeholders including MOFA.

- Develop dynamic programs that cater to nurturing emerging artists from Japan and facilitate bilateral interchanges between Japan and the U.S. in the area of art and culture.
- Nurture and foster relationships with individuals and organizations with consideration for strategic alignment with JHLA’s goals and mission, particularly in the area of art and culture but also including those areas to promote business partnerships, academic exchange, and tourism and visitation to Japan.
- Conduct research to develop financially-sustainable programs for future purpose by working with other teams.
- Coordinate and manage programs as needed and directed, including education programs (i.e. lectures, panel discussions, workshops, gallery talks and symposia), receptions and catered events, tours, performances, film programs and others. Manage all necessary logistical arrangements to ensure success of the programs.
- Develop relationships with, and compile a mailing/contact list of, people in the art/cultural community and publications as well as key stakeholders in any other areas who will be interested in exhibitions and programs of JHLA.
- Other duties as assigned by his/her supervisor

**EXPERIENCE, EDUCATION, CERTIFICATION:**

- Minimum 7-10 years of experience in curatorial and exhibition project management in art/culture and other related fields.
- Strong organizational skills, including an ability to prioritize work, handle multiple projects simultaneously, and work independently.
- Broad knowledge and experience in art/culture and other related fields of both Japan and the U.S.
- Excellent writing skills particularly in the areas of art and culture.
- Excellent interpersonal and communication skills.
- Bachelor’s degree in the relevant fields desirable.
- Microsoft Office including Word, Excel, Outlook, Project; Adobe Reader and other standard office applications.
- English/Japanese bilingual preferred.

The above statements describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required by employees in this position. Employees are expected to be flexible and responsive to changes in the scope of their duties. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the company. All employees are expected to be familiar with and adhere to Pasona N A Inc.’s Handbook Policies and Procedures.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acknowledged and Received:**

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Printed Name

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Date

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Employee Signature