



JAPAN HOUSE

LOS ANGELES

POSITION DESCRIPTION

Position: Program Manager

Reports to: Chief Project Manager

FLSA Status: Exempt

Supervises: N/A

POSITION SUMMARY:

The Program Manager is responsible for developing and executing a pipeline of events, programs, and other programming onsite at Japan House Los Angeles (JHLA), offsite and online as outbound communication of JHLA. Additionally, the Program Manager will work to cultivate and maintain relationships with cultural, academic, business, and other entities as well as key stakeholders who support and are willing to work with JHLA. The position will also work in close coordination with the exhibition planning and execution functions of the Planning team. He/She must align JHLA programs with the mission and vision of Japan House as envisaged by the Ministry of Foreign Affairs of Japan and ensure that JHLA achieves its key performance indicators (KPIs).

REPRESENTATIVE RESPONSIBILITIES:

(PROGRAM MANAGEMENT)

- Develop, plan, manage and execute events and programs onsite, offsite and online. Programs shall include among others, cultural and education programs (i.e. lectures, panel discussions, workshops, gallery talks and symposia), receptions and catered events, performances, film programs and others.
- Develop dynamic programs that cater to nurturing emerging artists, scholars and other talents from Japan and facilitate bilateral interchanges between Japan and the U.S.

The above includes, but not limited to, the following tasks.

- Draft and revise as needed proposal documents, graphic overviews, layout plans and project management timelines for programs,
- Coordinate with content holders, speakers and other stakeholders of a given program to prepare and execute programs efficiently and smoothly and in good faith.
- 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.
- Coordinate and work with the Event Operations team to ensure alignment for program feasibility, staffing and logistical requirements, and day-of execution.
- Coordinate with the Planning team members to ensure alignment between programs and exhibitions where appropriate.
- Compile and submit in a timely fashion reports on assigned programs including overview, financial report, and evaluation.
- 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.

(Other Responsibilities)

- Contribute to identification and prioritization of strategic initiatives in collaboration and cooperation with other JHLA team members and stakeholders including the Ministry of Foreign Affairs of Japan.
- Nurture and foster relationships with individuals and organizations with consideration for strategic alignment with JHLA’s goals and mission in areas including 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 and participate in selection of appropriate curators, content holders, and other partners.
- Develop relationships with, and compile a mailing/contact list of key people and organizations in the art/cultural community and publications as well as those in any other areas who will support and can partner with JHLA.
- Other duties as assigned by his/her supervisor.

EXPERIENCE, EDUCATION, CERTIFICATION:

- Minimum 5-10 years of experience in program development, execution and 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:

Printed Name

Date

Employee Signature