

Mellon/ACLS 
PUBLIC FELLOWS PROGRAM

Job Title:	Manager of Strategic Research
Organization:	Asian Cultural Council
Location:	New York, NY
Start Date:	September 1, 2020

ORGANIZATION DESCRIPTION

Through cultural exchange activities in the United States and 25 countries in Asia, the Asian Cultural Council (ACC) advances international dialogue, understanding, and respect to create a more harmonious and peaceful world. This mission is accomplished through fellowships, grants, and other programs that support individual artists, humanities scholars, and arts professionals, and build global arts communities.

John D. Rockefeller 3rd inaugurated the Asian Cultural Program of the JDR 3rd Fund in 1963 to support the exchange of ideas and creative work between Asia and the US. In 1980, the Asian Cultural Council was established as a 501(c)3 to continue the work of its predecessor organization. ACC operates international exchange programs, including long-term, immersive fellowships, shorter-term travel grants, and scholarships for graduate study. These programs enable artists, scholars, and arts professionals to pursue specialized training not available in their home countries; find new creative inspiration through research and exploration; exchange knowledge among peers; or pursue targeted research projects. In addition to funding, ACC provides logistical and programmatic support to fellows and grant recipients, including J-1 visa sponsorship, institutional placements, fellowship advising, and introductions to relevant contacts in the field. The signature feature of ACC's programs is entry to a network of alumni and partners—a global community of institutional leaders and emerging and established practitioners throughout Asia and the United States. Learn more at <https://www.asianculturalcouncil.org/>.

POSITION DESCRIPTION

The ACC is undergoing a multiyear process of program evaluation and needs assessment to create a strategic plan for program development, aimed at building on the legacy of past programs and activating ACC's global network to respond to evolving needs in the fields of arts and cultural exchange. The position of Manager of Strategic Research is a new role to carry out research projects related to this assessment and planning work. The program strategies that emerge from this work will inform organization-wide strategic planning and fundraising. The Manager of Strategic Research will also contribute to fostering a culture of learning across the organization and devising methodologies for ongoing program analysis to bring even greater impact to ACC's work.

Positioned in the Programs department of ACC's global headquarters, the Manager of Strategic Research will work closely with the Programs staff in New York, and collaborate across departments and international offices. They will gain experience in a cross-section of fields, including arts administration, cultural exchange, international philanthropy, and higher education. ACC's international operations and extended global community will furnish the Manager of Strategic Research with a large professional network, while the small staff size and culture of collaboration and transparency will offer opportunities to learn about the full range of nonprofit administration.

Visit <http://www.acls.org/programs/publicfellowscomp> to learn more about the Mellon/ACLS Public Fellows program. This position is only available through this program; please do not contact the host organization directly.

Key duties and responsibilities:

- Research artistic trends, arts infrastructures, and the state of higher education in the arts across ACC's geographic purview;
- Conduct literature reviews on new developments and best practices in program evaluation and philanthropy;
- Design and implement research methodologies for qualitative impact evaluation;
- Assist in identifying program areas where quantitative metrics are appropriate, collecting data, and conducting basic quantitative analysis;
- Write reports and assist in the preparation of programs-related communications for a wide range of audiences, including ACC's global staff, board of trustees, donors, alumni, program applicants, and the general public;
- Prepare background research for grantee convenings and public programming and facilitate programs as needed; and
- Contribute to building ACC's culture of learning by facilitating conversations and information sharing across departments and offices.

QUALIFICATIONS

Required

- PhD in the humanities or humanistic social sciences;
- Excellent writing and research skills and the ability to synthesize information into compelling narratives for nonacademic audiences;
- Ability to design research methodologies for needs assessments and qualitative impact evaluation;
- Skilled at managing projects and able to work both independently and collaboratively as needed; and
- Proficient at cross-cultural communication, with prior experience working internationally or in culturally diverse settings, and able to communicate effectively with non-native English speakers.

Preferred

- Knowledge of one or more of the following: traditional or contemporary visual or performing arts in Asia or the United States; international higher education; philanthropy; arts administration
- Proficient in one or more Asian languages
- Prior participation in cultural exchange programs
- Experience with spreadsheets and basic quantitative data analysis, or a willingness and ability to learn

STIPEND AND BENEFITS

Each 2020 Mellon/ACLS Public Fellow receives an annual stipend of \$70,000, as well as access to employer-based health insurance through the host organization. In addition, ACLS provides funds for relocation and professional development. Fellows receive professional mentoring and participate in career development programming, both in-person and virtually.

APPLICATIONS

- All applications must be submitted through the ACLS online application system (ofa.acls.org)
- Application deadline: March 18, 2020, 9 p.m. Eastern Daylight Time

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