

Wednesday, December 15, 2021

## Curator and Community Liaison, Chinese Initiatives

Company: Flushing Town Hall  
Location: Flushing, NY

► [Share](#) | [Print](#) | [Download](#)

Position: Curator and Community Liaison, Chinese Initiatives  
Reports to: Executive and Artistic Director  
Hours: Flexible Full-Time, in-office/remote hybrid - some evenings and weekends.  
Compensation: \$48,500, plus benefits

Flushing Town Hall (FTH), (aka Flushing Council on Culture and the Arts) is a multi-disciplinary non-profit arts organization serving Queens, the NYC region and beyond, whose mission is to bring people together by presenting traditional, contemporary and cross-cultural arts and culture from around the globe. FTH is a member of NYC's Cultural Institutions Group (CIG) and a Smithsonian Affiliate. FTH seeks a flexible full-time Curator and Community Liaison, Chinese Initiatives. FTH's definition of Chinese is inclusive of, and not limited to people who are of Chinese descent and self-identify as Chinese/Chinese-American. Henceforth in this document, FTH uses the word Chinese to represent these diverse, self-identifying distinctions.

This position will program a wide range of disciplines and artistic practices of traditional, contemporary and cross-cultural arts programs, highlighting and celebrating the rich and far-ranging cultural identities of being Chinese, and amplifying often underrepresented artistic voices. The position will also engage Chinese and non-Chinese communities through programs and partnerships. The position supports and works closely with leadership and other FTH departments including Development, Marketing, Education, Arts Services, Production and Finance.

### Responsibilities:

- As part of FTH's curatorial team:

: program and implement year-round multi-disciplinary traditional, contemporary and cross-cultural programs, plus seasonal festivals of interest to the diverse Chinese communities,  
: develop and implement mission-aligned partnerships  
: introduce audiences to emerging and mid-career Chinese artists.

- Provide guidance to FTH leadership and staff on cultural nuances and issues important to local/regional Chinese communities.
- Understand, be sensitive to, and communicate awareness of any political agendas and affiliations, to ensure FTH's mission and arts & cultural programs remain apolitical at all times.
- Advocate for FTH and its mission, work to expand FTH's audience within the Chinese and non-Chinese communities of Queens and the NYC metropolitan region.
- With support from, and working closely with FTH leadership and Development Department, fundraise for programming/department expenses in the local and regional community, including seeking sponsorships from local business and donors, and identifying foundations, corporate grant programs, and other sources interested in supporting Chinese initiatives.
- Position is supported by FTH's Chinese Cultural Committee and Cultural Ambassador – responsibilities include meeting with committee chair to set agendas, scheduling, expanding committee membership to include diverse and regional representation, assist with committee's fundraising and any FTH mission-aligned program initiatives with committee or Ambassador.
- Translate FTH promotional materials (marketing brochures, press releases, flyers, etc.) into Chinese, and distribute.
- Develop and maintain relationships with local/regional Chinese-language media; work with FTH Marketing and PR firm to translate/coordinate press events and press releases aimed at Chinese media.
- Promote FTH's global arts programming to the Chinese community.
- Continually update Chinese Social Media platforms, such as WeChat, on behalf of FTH.
- Attend and represent FTH at local and regional functions and events.
- Serve as an on-site translator at FTH events attended by Chinese speakers; translate during office hours, as needed, for Mandarin speakers who wish to speak/meet with FTH staff. Translate for rental inquiries and production coordination.
- Identify and oversee volunteers and interns to assist with and support Chinese initiatives.

### Qualifications:

- Candidate must be fully bi-lingual - fluent in both spoken and written Chinese plus fluent in both spoken and written English.
- Strong communication skills, especially the ability to act confidently, comfortably and proactively with people of different backgrounds, partners, donors, colleagues and volunteers.
- Experience in multiple aspects of arts and/or cultural administration, including community engagement, marketing & PR, fundraising, budgeting, programming, and implementation.
- Proven track record, knowledge of and experience working with diverse Chinese communities in Flushing, in Queens, and/or NYC metropolitan region.
- Excellent organizational skills and the ability to multi-task.
- Knowledge of and experience working with diverse Chinese communities in Flushing, in Queens, and/or NYC metropolitan region.
- Knowledge of and/or practice in the arts crucial.

### To Apply:

- Please submit a resume, cover letter, writing samples in BOTH English and Chinese, and 2 references, via email to: [sshumays@flushingtownhall.org](mailto:sshumays@flushingtownhall.org). Include the words "Curator and Community Liaison, Chinese Initiatives" in the subject line. No phone calls or mail submissions, please.

### About Flushing Town Hall:

Flushing Town Hall (FTH), a Smithsonian affiliate, presents multi-disciplinary global arts that engage and educate the global communities of Queens and New York City, in order to foster mutual appreciation. As advocates of arts equity since 1979, we support local, immigrant, national, and international artists, developing partnerships and collaborations that enhance our efforts. As a member of New York City's Cultural Institutions Group (CIG), we serve to restore, manage and program the historic 1862 landmark on behalf of the City of New York. FTH celebrates the history of Queens as the home of Jazz, by presenting the finest in Jazz performance. We are committed to arts education and

hands-on learning, for the arts-curious, arts enthusiasts, and professional artists. We serve one of the most diverse communities in the world and strive to uphold the legacy of inclusiveness that has defined our community since the Flushing Remonstrance of 1657.

FTH is an Equal Opportunity Employer:

FTH provides equal access and equal opportunity in employment and services and does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, sexual orientation, or physical ability.

---

Flushing Town Hall  
137-35 Northern Blvd Flushing Town Hall  
Flushing, NY, 11354  
7184637700  
[www.flushingtownhall.org](http://www.flushingtownhall.org)

For more information:  
Shawn Choi  
[schoi@flushingtownhall.org](mailto:schoi@flushingtownhall.org)  
7184637700

---

[< back](#)

[previous listing](#) • [next listing](#)