



**The Asian American  
Writers' Workshop**

*Est. 1991*

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**JOB OPENING:**

**Managing Director, The Asian American Writers' Workshop**

**About The Asian American Writers' Workshop**

For nearly twenty years, The Asian American Writers' Workshop (<http://www.aaww.org>), the preeminent Asian American literary arts organization in the country, has been devoted to the idea that the Asian American story is one that deserves to be told. We're a fast growing cultural center devoted to quirky but curated, progressive arts programming.

**Description of Position**

The Workshop is looking for an organized, logistical person who's looking to make their mark. The Managing Director is responsible for: (1) **programming** (i.e., curating high-quality literary events centered around Asian American literature); (2) **membership and donor development**; and (3) **marketing and public relations**. The person best suited for this position will be an energetic, detail-oriented problem-solver who can process things quickly, solve crises, and make sure that things get done. Much of the Managing Director job will consist of helping to build the Workshop's volunteer capacity, improve our administrative ability, and help maintain the routine operations of the organizations.

**Qualified Applicants possess:**

- People skills, including client management and public speaking.
- Exceptional writing and editing skills and the ability to create clear, dynamic messages.
- Proficiency in Microsoft Word, mail merge, HTML experience and some comfort level with various web technologies (Facebook, Twitter, Flickr);
- Previous development and programming experience a plus.
- Fluency with contemporary literature (& Asian American culture preferred);

**Things you will get out of this job:**

- A sense of ownership and autonomy while working for a great organization.
- A great rolodex. You'll meet writers, readers, and cultural leaders.
- Help with your writing. You'll take free writing workshop and a writing community.
- A great skill set in copy-writing, donor development, project management, and more.

**Signs that you should apply for this job:**

- You're anal retentive but you throw great parties. We think readings are basically great parties.
- You want to get involved with shaping the literary culture of New York. You also know that, while this job may help you with literary contacts for your own career, the Workshop (rather than your writing) will have to be your creative focus.
- You are always up for a challenge. You're not looking to clock in and clock out and you understand that working at a nonprofit is often more stressful and requires more organization and accountability than at a "real" office.
- You've always wanted a job that's all extracurriculars, no homework.
- You can be a hyper-competent recent graduate who's looking to prove your mettle or a former white collar worker (say, a project manager or a litigator) who's taken a glance at this economy and found yourself more interested in following your passion. Basically, you're smart and you get stuff done.

This job may be glamorous—you'll curate events with Pulitzer winners, comic book artists, and stand-up comedians—but requires elbow grease and hard work. Some evening/weekend work required. The work is fast-paced and relentless, but if you're the right person, you'll find it fun and rewarding—and you'll thrive.

The position is a full-time position with benefits. Salary dependent on experience. Please send CV and cover letter to [aawwcareers@gmail.com](mailto:aawwcareers@gmail.com).