

**Hiroko Tsuboi-Friedman**  
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### **Objective**

To function as an Expert Facility of the 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expression in Japan to; 1) serve as a driving force for ratification at both local and national levels, 2) liaison academics, civil society, public and private sectors to activate discussions on arts and culture, and 3) increase social awareness and understanding of the convention by holding lectures and workshops.

### **Qualification**

- UNESCO 2005 Convention Expert Network Asia and Pacific region (participated in the training workshop, 11-15 June, 2018 Seoul, Korea)
- Board member, Kanagawa Prefecture Culture and Arts Promotion Council
- Senior Policy Researcher for the Cabinet Office, Government of Japan, in charge of International Youth Exchange under the Director General for the Policy on Cohesive Society
- Majored in History of Art with concentration on Sociology, researched the role and function of museums in the framework of cultural policy in post-graduate studies
- Art exhibition organisation, gallery talks/lectures and performing arts management experience
- 20+ years of experience in interpretation and translation in various areas
- 3 years of experience in equity research at global investment bank
- Active in diversity awareness and understanding for academic institutions and study abroad programmes
- Highly motivated, result-oriented, with strong bilingual communication ability
- Strong sense of teamwork, equally able to function independently
- International and multicultural experience and education

### **Skills**

- Excellent coordination, liaison and interpersonal skills
- Solid presentation, research and analytical skills
- Able to work independently while building a motivated working team to achieve shared goal
- Language: Fluent in Japanese and English, basic knowledge of Spanish, German and French
- Computer: MS Word, Excel, Power Point, data source (Bloomberg, etc.)

### **Experience**

#### **2017-present**

#### ***Senior Policy Researcher***

#### **Cabinet Office, Government of Japan**

- Strategic enhancement and improvement of international youth exchange programmes' effect and quality
- Design and develop programmes to promote understanding of diversity and cohesive society for youth at local, national, regional and/or international levels
- Conscious introduction of global issues and international effort such as SDGs and UNESCO 2005 Convention into programmes to raise awareness and understanding among youth
- Research on topics relevant to international youth exchange and cohesive society building; policies in relation to youth development, social diversity, persons with disabilities, ageing society, education, etc.
- Coordinate and prepare official forms of cooperation with government/agency, such as Memorandum of Cooperation, regarding international youth exchange
- Presentation on topics such as international youth exchange, youth development, global citizenship at universities and various events
- Plan and implement 4 programmes (budget and analysis, coordination with governments and organisations of countries, creation of outlines and guidelines, preparation of bid and contract, selection of personnel (delegates, lecturers, facilitators, etc.), supervision of programme implementation, result analysis, publication of reports, etc.)
- Speech script writing/proof-read for the Ministers, State Ministers and Parliamentary Vice Ministers, writing articles, etc. for public relations
- Attended The Sixth ASEAN Plus Three Ministerial Meeting on Youth (6th AMMY+3) in Jakarta, Indonesia, 20 July 2017 supporting the Director General for Policy on Declining Birth Rate and Youth Affairs, Deputy Director

General for Policy on Cohesive Society to discuss Japan's initiative on youth and checked the execution of the  
JOINT MINISTERIAL STATEMENT

**2014-2017**

***Policy Researcher***

**Cabinet Office, Government of Japan**

- Budget analysis, planning and implementation of 3 international youth exchange programmes (coordination with governments and organisations of various countries, creation of guidelines, preparation of bid and contract, supervision of program implementation, result analysis, etc.)
- Enhancement of effect and quality of international youth exchange programmes
- Research on international youth exchange
- Speech script writing/proof-read for the Ministers, State Ministers and Parliamentary Vice Ministers
- Publication related to programmes

**2001-2004**

***Research Assistant***

**Nikko Salomon Smith Barney Securities (Citigroup Global Markets Japan Inc.), Equity Research, Tokyo, Japan**

- Assisted overall work of the food, beverage and tobacco sector analyst and cooperated with international teams for projects
- Improved service for international accounts by increasing communication
- Wrote, edited, proofread and translated presentation materials and publications
- Gathered, maintained, updated and processed financial data for analysis and presentation
- Attended analyst meetings, company visits, and wrote reports for analyst and clients
- Provided up-to-date information focusing on global news regarding the sector
- Interpreted client meetings, company visits, seminars and conference calls

**2001**

***Curatorial/Exhibition Organization Assistant***

**The National Museum of Western Art, Tokyo Japan**

- Worked as a curatorial/Exhibition Organisation Assistant to support overall preparation and operation of the exhibitions of American Art
- Contacted, negotiated with overseas museums and institutions
- Organized and maintained database for the exhibitions
- Collaborated with the Education Department to conduct gallery talks/tours of the exhibitions

**1993-2001, 2005-2014**

***Freelance Interpreter (simultaneous and consecutive) / Translator (English/Japanese) Japan/Overseas***

Fields of work:

Art  
Education  
International Youth/Cultural Exchange  
Finance  
Intellectual Property and Patent  
Manufacture/Service

Engagements (excerpt):

Fukuoka Asian Art Museum  
Prime Minister's Office (Cabinet Office) of Japan, Management and Coordination Agency  
Citigroup  
Hong Kong Trade Development Council  
UNFCCC COP-3 Kyoto Conference

**1997-1998**

***Art / Event Coordinator***

**Gallery Bricolage, Osaka, Japan**

- Coordinated exhibitions, concerts, seminars and workshops for Japan based artists
- Researched and interviewed local artists and art community
- Edited bi-monthly newsletter
- Interpreted and translated for foreign artists

**1995-1996**

***Assistant Instructor / Program Coordinator***

**Japan Art Business School, Osaka, Japan**

- Assisted art advisor and art gallery management courses
- Instructed art history courses
- Wrote articles and edited newsletter
- Assisted Kansai Art Advisors Association, interacting with local artists, galleries and museums

## **Education**

### ***Master of Social Sciences in Global Issues/Sociology, March, 2001***

**Institute for the Study of Global Issues, Graduate School of Social Sciences  
Hitotsubashi University, Tokyo, Japan**

- Research: cultural representation, relationship between art and society, museum management, art promotion for urban/regional planning and global understanding, cultural policy for diversity understanding
- Selected as the only student member of the Faculty Committee to host “The 20<sup>th</sup> Century: Dreams and Realities” International Symposium by Graduate School of Social Sciences, Hitotsubashi University (2000): worked with leading sociologists and anthropologists to organise, coordinate and conduct the event from planning to execution and edited working papers for publication
- Participated in the Cultural Policy Project Meetings lead by Prof. Tamotsu Aoki, National Graduate Institute for Policy Studies

### ***Bachelor of Arts in History of Art (Sociology concentration), May, 1993***

**Smith College, Massachusetts, USA**

- Dean's List (1991-1993)
- Organized and performed at on/off campus concerts and events (1991-1993)
- Student volunteer for the Smith College Museum of Art (1991-1993)

### ***Associate of Arts in Art History and Sociology in May, 1991***

**Hartford College For Women, Connecticut, USA**

- Dean's List (1990-1991)
- Managed International Student Organization (1990-1991)
- Resident Assistant (1990-1991)
- Volunteered and coordinated for After School Program for Greater Hartford Public Schools (1990-1991)

## **Additional Information**

- Member of:
  - Japan Association of Cultural Policy
  - International Council of Museums (ICOM) and ICOM Japan Committee
  - Odawara Arts and Culture Center Citizen Working Group
  - Smith College Alumnae Association
  - Artist Network Association (1997-2002)
  - Japan Art Management Association (1999-2002)
- UNESCO Capacity Development Programme on the 2005 Convention for the specialists from Asia and Pacific regions (11-15 June, 2018 Seoul, Korea)
- The 4<sup>th</sup> Hitachi Young Leader's Initiative: participated in forums, moderated a discussion groups to prepare and present a working paper at the press conference, and participated in volunteer works in Thailand (2000)
- The 9<sup>th</sup> Ship for World Youth programme, coordinated by the Government of Japan (1997)
- Professionally performed as a pianist/composer and band manager in the USA and Japan (1991-1995)
- Lectures and consultations on:
  - UNESCO 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions, SDGs,
  - English education for Japanese primary school,
  - Diversity and Tolerance,
  - Convention on the Rights of the Child,
  - international youth exchange and study abroad,
  - youth mobility,
  - capacity building for youth, etc.
- Publication Cooperation:
  - Takahiro Shibuya “Chinese and Korean industrial spy” Nikkei Publishing, 2015
  - Akira Fukano “Odawara through ‘Uirou’—long establishment which created castle town with Souun Hojo” Shinhyoron Publishing, 2016