



Project Coordinator for Cultural Programmes

The Goethe-Institut Singapore is looking for highly motivated project coordinators to work on project/freelance basis for soonest possible appointment. Requirement for an application is an employment permit in Singapore.

The Goethe-Institut is the Federal Republic of Germany's official cultural institute, operational worldwide. We promote knowledge of the German language abroad and foster international cultural cooperation. In addition, we convey a comprehensive picture of Germany by providing information about its cultural, social and political life.

As a cultural institute, we regularly initiate cultural events and projects and collaborate with artists, arts groups, and institutions based in Singapore and Germany. One of our annual events in Singapore is for example the German Film Festival. We are looking for experienced and committed project coordinators to support our intercultural programme work on an ongoing basis.

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Principal Responsibilities

- Project planning and implementation
- Event management and programme operations coordination in areas such as international travel and freight, event administration, guests receptions and volunteer management
- Liaison with stakeholders such as partners, guests, customers, vendors and public organisations from Germany and Singapore
- Text creation
- Coordination of promotion material production, press matters and social media communication
- Research work
- Budget management and cost planning
- Hospitality support for artists and guests

Responsibilities vary according to project needs.

Requirements

- Relevant diploma or degree from tertiary institutions
- Minimum 2 years' experience in project management preferred but not necessary (preferably in the cultural and educational sector)
- Excellent coordinating and communication skills
- Good writing skills
- Thorough and detail-oriented, structured in execution of tasks
- Resilient and reliable
- Able to work under pressure
- Able to work independently and in a team
- Willing to work flexible hours including weekends

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JOB POSTING



- Proficient in Microsoft Office software (including Excel, PowerPoint, Word)
- Interest in intercultural work and learning new skills

You would work on a fee basis or temporary/freelance service agreement.

Please send your application by e-mail with a motivation letter, CV and copies of testimonials/certificates only to arts-singapore@goethe.de. The application shall include the earliest date of availability, nationality and visa status in Singapore.

Applications may be submitted at any time.

Please note that we will only get in touch with you if you are shortlisted for interviews. There will be no replies given for receipt of application.

For more information about the activities of the Goethe-Institut, see www.goethe.de/singapore.

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