



PROJECT COORDINATOR GERMAN FILM FESTIVAL

The Goethe-Institut Singapore is looking for a project coordinator to work on project/freelance basis.

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 organise and initiate events and projects, and collaborate with artists and arts groups based in Singapore and Germany. One of the events is the annual German Film Festival (GFF) in October-November. We are looking for a project coordinator who is interested in the German culture scene or who would like to gain experience in intercultural work through the GFF. Your responsibilities are as follows:

Goethe-Institut Singapur
136 Neil Road
Singapore 088865

Tel +65 6735 4555
Fax +65 6735 4666
mail@singapore.goethe.org
www.goethe.de/singapur

- Administration: Draft contracts, manage budget and timelines, collate and check on payments and supporting documents
- Coordination:
 - Arrange international and domestic shipping of films before and after the festival
 - Apply for IMDA licenses and ratings
 - Arrange site visits, ticketing, venue licenses, testing dates, and ad-hoc logistics and operations preparation
 - Arrange with venues and vendors on event set-up including technical requirement for hosting events and screenings
 - Arrange flights, local airport transfers, hotel accommodation, honorarium and per diem for guests
 - Arrange calls for volunteers and duty schedules
 - Social media, marketing and press work, arrange output of marketing materials
- Event management:
 - Source and engage with vendors such as marketing service providers, hospitality services, caterers and event services providers
 - Oversight of operations and volunteers during festival period
- Hospitality and partner management:
 - Liaise with international guests, artists, EU and Singapore partners
 - Collate guest lists, invite and manage requests and RSVPs for special events
- Text creation

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JOB POSTING



- Support of PR and communication
- Post-event reporting:
 - Collate materials and check reports and feedback from partners
 - Draft post-festival report

Requirement

Apply with us if you have:

- Prior experience in events management or production coordination
- High organisational skills
- Sound knowledge of Microsoft Office software (including Excel, PowerPoint and Word)
- Good written and communication skills
- Willingness to work flexible hours including weekends
- Interest in intercultural work and learning new skills
- The ability to work independently and in a team
- Prior experience with marketing and public relations
- Polytechnic Diploma or Degree from a good educational institution

You will work on a fee basis or temporary/freelance service agreement and would be paid an appropriate remuneration in accordance with the Goethe-Institut's local salary scheme. The details of your contract will be discussed once you are offered a job.

Please email your application (**resume with references and CV**) only to the cultural department arts-singapore@goethe.de. The application shall include the earliest date of availability, nationality and visa status in Singapore.

Please note that the institute will inform only selected applicants who are shortlisted for interviews. There will be no replies given for receipt of application.

Deadline for applications is 22 February 2019.

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

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