

ASSISTANT TO THE DIRECTOR/ CULTURAL DEPARTMENT

at the Goethe-Institut Singapore from 1 April 2026

The Goethe-Institut Singapore is looking for a dedicated Assistant to the Director and the Cultural Department (100%, 40 hours per week). In this position, you will provide organizational support to the institute's director as well as contribute to the project work of the Cultural Department.

This role is highly administrative in nature and requires strong project management skills, excellent organizational abilities, and a high level of adaptability to meet diverse and changing demands. The ideal candidate is proactive, detail-oriented, and comfortable working in a fast-paced, multicultural environment.

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.

Responsibilities:

Director's Office

- Support Director's day-to-day business
- Manage the Director's office
- Coordinate appointments and monitor deadlines
- Organize staff meetings and prepare minutes (including Annual General Meetings)
- Support internal and external communication and general coordination with all departments of the institute
- Correspondence, especially general external enquiries
- Liaison to the German Embassy, EUNIC (EU cultural institutions), association
- Coordination and supervision of interns, cultural volunteers and processing of enquiries
- General office administrative duties
- Assist in procurements

Cultural Department

- Participate in and support the organization and logistics of cultural programmes, as well as reporting and administration
- Participate in guest relations

- Support development and execution of marketing promotion (website, newsletters, posters, peatix) and social media activities
- Maintain relations and correspondence with partners, institutions, intermediary organizations
- Continuous administration and updating of contact databases

Requirements:

- University degree or equivalent qualification
- Minimum 2 years of experience working in the local arts and cultural industry
- Flexible and can work independently, responding fast to changes
- High level of communicative, social and intercultural competence
- Strong motivation and ability to work in a team
- Strong organizational skills, including project management
- Must be willing to work on weekday evenings and weekends Participation in professional training, local and abroad
- Very good knowledge of English (written and spoken); good knowledge of German would be a great advantage for your application
- Proficient in IT skills (Office applications)
- Basic editing skills in Photoshop and Canva
- Familiar with using social media platforms (FB, IG) and its various schedulers
- Basic knowledge in Facebook Ad Manager, Paid Social Ads, Google Ads, copywriting

The Goethe-Institut offers a dynamic working environment, a varied and diverse range of tasks, continuous professional training, local and abroad, as well as appropriate remuneration in accordance with the Goethe-Institut's local salary scheme.

Please send your application with a letter of motivation, CV, copies of certificates/testimonials by e-mail to Ms Anne-Sophie Helms (anne-sophie.helms@goethe.de).

Your application should include details of your residency status in Singapore, as well as your earliest availability.

Application deadline: 6 March 2026

If you have any question, please get in touch with Mrs Anne-Sophie Helms. For more information on the activities and profile of the Goethe-Institut, please visit www.goethe.de/singapore.

We look forward to receiving your application!