

The **GOETHE-INSTITUT SRI LANKA (German Cultural Institute)** in Colombo is looking for a committed colleague from 1<sup>st</sup> of April (or later) to 31<sup>st</sup> of December of 2021 (part-time 50% = 20 hrs/week).



### **Coordinator Music Website**

#### **Responsibilities:**

- You will coordinate the efforts of the Goethe-Institut Sri Lanka to conceptualize and implement a website dedicated to new trends in Music in Sri Lanka, in cooperation with the institute and the advisory board
- You prepare meetings and correspondence in your area of responsibility and work with the Institute's management.
- You are responsible for the project in all their phases: planning, implementation, follow-up, reporting and evaluation (incl. contract preparation, budget plan and budget monitoring, accounting). That includes planning for the recording of performances
- You will work on concepts, research and write texts on the specific content and topics in English. You prepare the materials and information for cultural programs.
- You are responsible for external and internal communication of the projects in coordination with the institute and the advisory board.
- You implement internal and external administrative work processes and ensure that tasks are completed on time.

#### **Requirements:**

- Professional experience in the organisation and coordination of websites (conception, promotion, communication, implementation, evaluation, reporting) in the field of culture
- Experience and knowledge of the musical cultures of Sri Lanka and the region;
- Experience in the field of public relations and communication as well as affinity for new ways of communication (social media)
- Completed university studies of advantage, ideally in the fields of culture or a comparable qualification
- Good IT skills (MS Office) and willingness to quickly familiarise yourself with relevant programs and web applications
- Very good English language skills (spoken and written).
- Excellent intercultural competence and communication skills
- High level of teamwork, reliability, creativity
- High level of commitment, personal responsibility, flexibility and ability to work under pressure and willingness to work out of regular working hours.

The fee will be paid according to the salary scheme of the Goethe-Institut. The Goethe-Institut is an Equal Employment Opportunity employer and guarantees gender equality. Submission deadline: March 25, 2021

Please email your written application only with your CV to this address: [culture-colombo@goethe.de](mailto:culture-colombo@goethe.de)